



Facilities Management Advisory and Support Services

We offer a range of advisory and support services for schools employing their own caretaking and site management staff.

Our provision includes a sickness absence cover scheme for your caretaker or cleaner in charge, independent audits and checks for your school, staff training, advice on specialist areas of facilities management and a range of specialist cleaning services.

What we offer

- Training and development for your site management staff.
- Recruitment advice and assistance with interviews.
- Independent, objective facilities audits.
- Advice on health and safety, emergency planning and specialist cleaning procedures.
- Comprehensive caretaker/cleaner in charge sickness absence cover scheme.
- Direct employment and management of caretaker/site manager and cleaner in charge positions.
- Facilities Management services such as pest control, external window cleaning, gutter/gulley cleans, kitchen cleans, waste disposal and washroom hygiene services.
- Facilities audit (full or half day available) with a review of onsite building cleaning standards and site management operations, and suggestions for service improvement.

Our pledge

We will provide an independent and objective advisory service that can be tailored to meet your schools individual needs. We will provide the additional support and reassurance required to ensure your service runs efficiently, effectively and compliantly throughout the year.

Benefits to your school

- ▶ Impartial advice.
- ▶ With the caretaker/cleaner in charge sickness cover scheme in place, you can rest assured your site will function regardless of challenges or problems. The priorities of the site will be provided (cleaning, building security and heating systems) throughout **term time periods**. During holiday periods, the service is able to offer the option of unlocking and locking sites for contractors to safely gain access into buildings.
- ▶ Access to specialist advice to ensure you comply with relevant health and safety requirements and legislation.
- ▶ Reassurance on health and safety issues, risk assessments, training standards, use of chemicals, emergency procedures and solutions.

- During recess periods the service provided will be an open and close service for contractors to access the building.
- Does not cover caretaker vacancies or absence due to suspension from work. Cover can be provided for this at an additional charge.
- Sickness days cannot be accrued throughout the year i.e. if you opt for cover after the first five days, cover will commence after the first five consecutive days sickness.
- Applications are required by 12 noon on **28 April 2017**.
- Additional costs incurred after any six months absence.

Further information

Our sickness cover scheme is subject to certain conditions:

- Caretaker cover is per named caretaker, during term time periods from 6am-6pm.



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We also provide the following packages:

Package	Per worker/timescale
Extended Facilities Management Audit (primary schools)	½ day
Extended Facilities Management Audit (secondary schools)	Full day
Sickness absence provided after the 1st day of absence	Caretaker
Sickness absence provided after the 1st day of absence	Cleaner in charge
Sickness absence provided after the first 3 days of absence	Caretaker
Sickness absence provided after the first 3 days of absence	Cleaner in charge
Sickness cover provided after the first 5 days of absence	Caretaker
Sickness absence provided after the first 5 days of absence	Cleaner in charge
Full technical janitorial advice and auditing service (includes termly audits)	Year
Standard technical janitorial advice and auditing service (includes an annual audit)	Year

Existing customers of the Facilities Management service will be able to view their revised cleaning/caretaking charges on the online Interactive Order System.