



End Use Maintenance Design Review Agenda

1.0 *Cleaning of Translucent areas (Windows etc.)*

- 1.1 Access to all internal areas (atriums, skylights, stairwell windows, at height bay windows)
- 1.2 Access to all external areas (glassed roofs, skylights, all windows at height on each elevation)

2.0 *Maintenance access – External elements (All elevations / Roof areas etc.)*

- 2.1 Access to light fittings (inc. aircraft lighting or general façade decoration)
- 2.2 Access to mechanical equipment (major and at height items of fixed plant i.e air conditioning units)
- 2.3 Access to electrical equipment (major and at height items of fixed plant i.e transformers, switch rooms)
- 2.4 Access to any at height Signage
- 2.5 Access to Gutters / Drainage
- 2.6 Access to any unusual high level features (i.e flag poles, art works)
- 2.7 Access on service routes (mechanical and electrical services)
- 2.8 Access for future large equipment installation / removal (transformers, air conditioning – consider crane access, placement and swings where necessary).

3.0 Maintenance access – Internal elements

(High level areas – Atrium / double height areas etc.)

- 3.1 Access to light fittings (consider at height areas, atriums, stairwells, plant rooms)
- 3.2 Access to mechanical equipment (major and at height items of fixed plant)
- 3.3 Access to electrical equipment (major and at height items of fixed plant)
- 3.4 Access to any Signage (atrium/ other at height areas)
- 3.5 Access to any high level features (plasma tv's, projectors etc)
- 3.6 Access to service route (mechanical and electrical services)
- 3.7 Space for maintenance / equipment removal (i.e cherrypickers in atriums)
- 3.8 Access for any unusual furniture systems
- 3.10 Access for any non fixed fixtures (i.e sculptures, water fountains)
- 3.11 Need for specialist design review for any key processes (i.e that proposed specialist (end use) plant and equipment is safe to use in the designed facilities)

4.0 Sub ground

- 4.1 Access to Basements
- 4.2 Access to Pump rooms
- 4.3 Access to Man holes
- 4.4 Access to Trenches / service ducts
- 4.5 Identification of confine space conditions

5.0 *Landscaping / external areas*

- 5.1 Services provided for maintenance (i.e external power, specialist equipment)
- 5.2 Maintenance requirements (landscaping vehicle/ plant access)
- 5.3 Refuse / delivery arrangements
- 5.4 Location of bulk fuel (oil/ gas) and hazardous material storage (deliveries)
- 5.5 Unusual access arrangements for ad-hoc maintenance activities (i.e crane placement)
- 5.6 External control systems or plant rooms (road lay-bys, paved access routes)
- 5.7 Winter planning arrangements (Grit bins, water feature freezing, ponds)
- 5.8 Landscape features (i.e need for fencing/ signage on ponds, choice of flora)

6.0 *Roofing areas*

- 6.1 Edge protection provided
- 6.2 Access routes (Walkways / access to cleaning rail etc.)
- 6.3 Lighting provision
- 6.4 Security arrangements (Locks etc.)
- 6.5 Provision of services for maintenance (i.e. 110v external outlets etc.)
- 6.6 Special arrangements
- 6.7 Access to all roof areas (drainage)
- 6.8 Access to all roof areas (general repair)

7.0 *Fire arrangements in design*

- 7.1 Final arrangements agreed with Building Control or Fire Officer
- 7.2 Communication of arrangements
- 7.3 Access routes for emergency vehicles
- 7.4 Bulk storage of flammable or combustible materials/ substances

8.0 Future demolition / modifications

- 8.1 Any structural or architectural sequencing (i.e pre/ post tension beams elements, key stones)
- 8.2 Any unusual materials used within the completed structure