

MALICIOUS DAMAGE

Malicious Damage –

Damage that does not result from the normal use of the Project Schools, plant, furniture and equipment, internal/external fabric areas, grounds and all things contained therein.

Detailed below is a step by step process that must be undertaken in order to report an act of Malicious Damage.

Recording of Malicious Damage -

When an incident arises that the Service Provider, SPIE Matthew Hall (SMH) or a member of staff considers as being a result of Malicious Damage, then the Facilities Technician (FT) shall report the incident to the helpdesk. The FT shall record the incident on the Malicious Damage Report form (attached).

Detailed below is a step by step process that must be undertaken in order to complete a Malicious Damages Report Form. A process chart can be found in Appendix 1 and the Malicious Damages Report Form can be found in Appendix 2.

1.0 PART 1

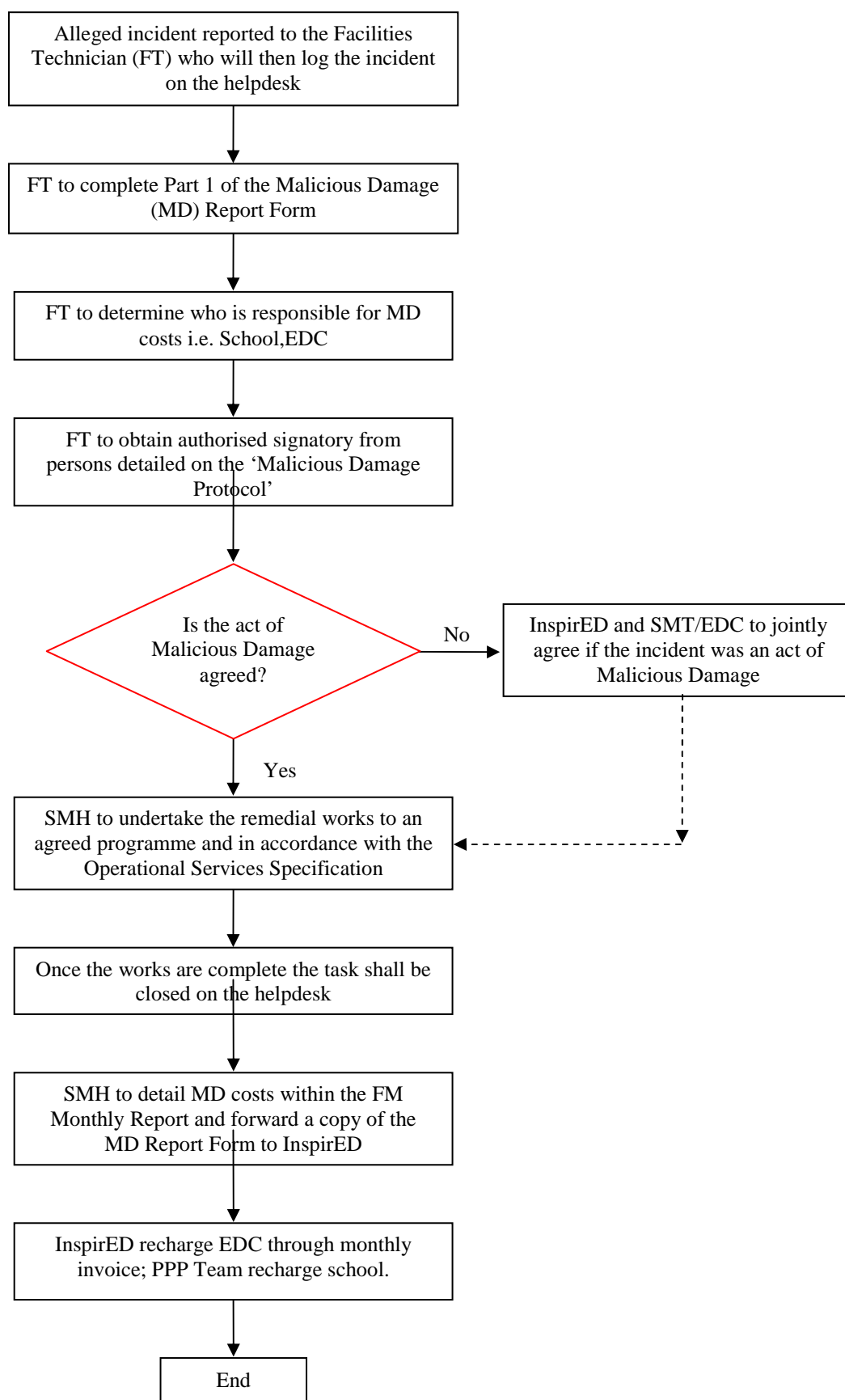
- 1.1 On identification of any suspected act of Malicious Damage, staff should report this directly to the FT.
- 1.2 The FT will complete Part 1 of the Malicious Damage Report form, will report the incident to the helpdesk and ensure that relevant photographs are taken where possible.
- 1.3 Each incident will be given a reference number which will generated by the helpdesk. The FT shall be responsible for referencing the forms appropriately.

2.0 PART 2

- 2.1 Once the incident has been reported to the helpdesk the FT will be responsible for obtaining an authorised signatory either agreeing or disagreeing with the act of Malicious Damage.
- 2.2 The Authorised Signatory is as follows;
 - a Schools – Any member of the Senior Management Team (SMT) or the School Support Manager; or
 - b EDC – Any member of the EDC PPP team
- 2.3 Should the authorised persons not agree that the damage/incident was caused by an act of Malicious Damage then they must provide reasons for the disagreement.
- 2.4 Should the FT fail to obtain agreement on site then the SPC Manager and a member of the East Dunbartonshire Council PPP Team shall agree whether or not the incident was an act of Malicious Damage.

3.0 PART 3

- 3.1 Once resolution has been obtained the works shall be carried out as per the Operational Services Specification i.e. to an agreed programme.
- 3.2 Once the works are complete the task will be closed on the helpdesk and SMH shall include the costs to rectify the incident within the Monthly FM and ISA Report to InspirED along with a copy of the Malicious Damage Report form.
- 3.3 InspirED will recharge the EDC PPP Team through the monthly invoice. On receipt of this, the EDC PPP Team will recharge the school's delegated budget by means of a Finance Journal Entry, where appropriate.

MALICIOUS DAMAGE PROCESS CHART

Malicious Damage Report Form



PART 1 - Details of Incident							
School Name				Reference No.			
Date		Time		PIP No.		Room Description	
Reported By				Reported To			
Description/Comments							
Photograph Attached		Yes		No			
PART 2 - Authorised Signatory of Agreement							
I agree / disagree that the above damage was caused by an act of malicious damage during / outwith school hours for which the School / East Dunbartonshire Council is responsible.							
If disagree please provide reasons;							
Authorised Signature					Print Name		
SMH Facilities Technician Signature					Print Name		
PART 3 – Helpdesk Details and Completed Works Inspections							
Date Reported to Helpdesk				Task ID			
Works Completed		Yes		No			
SMH Facilities Technician Signature					Print Name		