

SMALL WORKS PROTOCOL

- Small Works –** Means any change to the Services requested by Project Co and/or the Authority having an individual cost not exceeding £1,000 (Indexed).
- Examples of Small Works –** Small Works may include, but not limited to putting up shelves, notice boards, installing or re-cabling power/data or voice outlets.
- Exclusions -** Any works that include lifecycle, maintenance or insurance provision except minor electrical works which will include maintenance and insurance provision.

Detailed below is a step by step process that must be undertaken in order to raise a Small Works request. The Request for Small Works pro forma can be found in Appendix 1.

1.0 PART 1

- 1.1 Authorised school representative raises Small Works request by completing Part 1 of the Request for Small Works pro forma and shall forward to the EDC PPP Team in order to distribute to both SPIE Matthew Hall (SMH) and InspirED simultaneously.

2.0 PART 2

- 2.1 SMH shall evaluate the request in order to produce the specification, costs and programme (if applicable) relating to the works and advise if there are any Health & Safety or fit for purpose implications within 5 business days of receipt of the Request for Small Works pro forma.
- 2.2 InspirED to confirm that the scope of works meets the Small Works criteria (i.e. <£1000 indexed) (by completing the relevant criteria box within Part 2 of the pro forma).
- 2.3 Should the Small Works not meet the relevant criteria the request form will be returned to the PPP Team to revise and reissue as appropriate.

3.0 PART 3

- 3.1 InspirED to issue the total costs and programme (if applicable) to EDC PPP who in turn will pass to the authorised school representative for approval.
- 3.2 The authorised schools representative shall approve works or otherwise by signing Part 3 of the pro forma.

4.0 PART 4

- 4.1 EDC to advise InspirED by forwarding the completed pro forma as an 'Acknowledgment of Instruction'.

- 4.2 InspirED to issue instruction to SMH (*both parties must sign Part 4 of the pro forma*).
- 4.3 Once instruction has been received, SMH will log the works on the helpdesk and carry out the works in accordance with the applicable programme. The works will be closed on the helpdesk once all works are complete.

5.0 PART 5

- 5.1 Once the works on site are complete they must be 'signed off' by SMH Facilities Management and the authorised schools representative (*by signing Part 5 of the pro forma*).

6.0 PART 6

- 6.1 Once the works are complete SMH will return the completed pro forma to InspirED who in turn shall forward to the EDC PPP team in order to process the payment. The PPP Team will charge the school's delegated budget by means of a Finance Journal Entry.

APPENDIX 1

School Name:- _____

Request for Small Works

Please note - no works that include maintenance, lifecycle or insurance costs should be requested through the Small Works Process except in the case of minor electrical works in which maintenance and insurance costs will be included.

Part 1 – Details of Small Work (to be completed by authorised School Representative and passed to the EDC PPP team)

Small Works Reference: (e.g. ED010-SW001 etc.)	
Details/scope of work (Specification):	
Authorised School Rep/EDC Signatory:	Date:

Part 2 – Details of receipt by SMH Facilities Management for evaluation and confirmation that the scope of works meets the Small Works criteria (Inspired)

Evaluation: (specific details regarding scope of work involved and any H&S and fit for purpose implications)	
<i>This must be evaluated and returned to Inspired within 5 business days of receipt of Small Works request along with specification, costs and programme (if applicable).</i>	
Signed (SMH Facilities Manager):	Date:
Does the scope of works meet the Small Works criteria:	Yes <input type="checkbox"/> No <input type="checkbox"/> Reason: Budget <input type="checkbox"/> Lifecycle/Maintenance <input type="checkbox"/>

Part 3 – InspirED to issue the quote and programme to SSC

InspirED Costs		Labour: £
		Works: £
		Total: £
Programme if applicable attached:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed (InspirED) :		
Date:		
Authorised Schools Representative Signature of acceptance: (spec/totals costs/programme)		Accepted <input type="checkbox"/> Declined <input type="checkbox"/> Resubmit <input type="checkbox"/>
Date:		

Part 4 – Acknowledgment of Instruction (to be completed by all parties)

Acknowledgement	Signed	Date
InspirED:		
SMH Facilities Management:		

Part 5 – Confirmation of completion by SMH and authorised School Representative

Confirmation the work is completed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If (no) please detail your reasons:	
Signed: (on behalf of SPIE Matthew Hall)	Date:
Signed: (on behalf of Authorised School Representative)	Date:

Part 6 – Payment Processing

Once Part 5 is completed SMH shall forward to InspirED who in turn shall forward to EDC for auditing and processing of payment.