	APPENDIX 2 **PERIODIC INSPECTION AND TESTING OF FIXED ELECTRICAL INSTALLATIONS SPECIFICATION**
	SCHEDULE OF WORKS
1.0.00	**GENERALLY**
1.0.01	The contractor shall liaise with Facilities Management as to the commencement and programming of works. **A PROGRAMME OF WORKS IS TO BE SUBMITTED BY THE CONTRACTOR TO THE FACILITIES MANAGEMENT SURVEYOR** following issue of an official order and prior to a start on site.
1.0.02	The Authority will not accept any claim from the contractor for working outside the hours defined in order to complete the whole of the works within the contract period.
1.0.03	The Authority and FM Surveyor reserve the right to amend or omit the final scope of any items of the works by instruction. No claim for loss, expense or delay shall be allowed in connection with the issue of any such instructions.
1.0.04	Electricity and water supplies will be available on site free of charge.
1.0.05	Telephone calls made using Authority's lines will be paid for by the contractor. Use of lines by the contractor is at the discretion of the West Midlands Fire Service.
1.0.06	The contractor must consult the asbestos register on site prior to undertaking any work, to check whether there is any known asbestos in the area where they are to carry out work.
1.0.07	In the event of the contractor discovering asbestos during the course of their works they must stop work immediately and contact the Facilities Management Surveyor for instructions. Contractors are not permitted to disturb asbestos for any reason. This includes the fixing and removal of any fittings into or from asbestos materials required as part of the contract.
1.0.08	The following drawings are supplied with the specification. Services within each building
1.0.09	Where drawings are included as part of the specification of works, where there is conflict between the information provided in the project written specification and the drawings, the project written specification will take precedence over the drawings provided.
1.0.10	The Authority reserves the right to carry out induction training as appropriate.
1.1.00	**SUPERVISION**
1.1.01	Prior to starting on site, the main contractor must provide **emergency contact numbers- mobile telephone**, for the contracts manager and these personnel must be in a position to attend site within a reasonable period of time to deal with any event which poses a threat to the operations of any particular Fire Station as a result of the works.
1.2.00	**PHASING/ SECURITY**
1.2.01	The existing building will remain in full occupation and use by the West Midlands Fire service throughout the contract period and the Contractor must allow for working in conjunction with WMFS staff.

1.2.02	No equipment, plant or materials are to be left within the surrounding areas where they may cause obstruction at any time.
1.2.03	The Contractor is to ensure that the building and site is left secure at the end of each working day. The foreman for the work should be in attendance at the end of each working day and must ensure that agreed security measures have been carried out.
1.2.04	The Contractor is to ensure that equipment is left safe at the end of each work period.
1.3.00	**CHECK DIMENSION**
1.3.01	All dimensions given in the description and drawings are approximate and the Contractor, the Sub-Contractor and suppliers must examine the existing buildings on site to ascertain the full extent of the works and take all necessary dimensions before preparing a tender.
1.4.00	**INSPECT THE SITE**
1.4.01	The Contractor must visit the site and fully acquaint themself with all aspects of the work whether explicitly referred to in the specification or not. They must also satisfy themself as to the facilities for access and storage of materials, plant, etc., and other site conditions. No claims will be entertained as a result of their failure to do so.
1.5.00	**STANDARDS**
1.5.01	Where reference is made to the British Standards Specification and the British Standard Code of Practice, the latest revision will apply. Where no particular standards are available, the materials are to be the best of their respective kinds and to the approval of the Facilities Management Surveyor.
1.6.00	**THE CONTRACTOR**
1.6.01	The contractor is to allow for providing adequate protection to all surfaces, finishes and equipment at all times and separate working area occupied areas at all times during the construction stages.
1.6.02	Materials noted to be taken down or otherwise removed for “reuse” should be carefully stored on site, protected from damage or theft and re-fixed as described. Any damage caused to materials removed for “reuse” shall be made good entirely at the expense of the contractor. Unless otherwise specifically permitted and described, no materials arising from these works shall be used in the finished works.
1.6.03	Any damage caused to internal finishes, furnishings, fittings or coverings shall be the sole responsibility of the Contractor and will be required to be made good to the satisfaction of the Facilities Management Surveyor.
1.6.04	The Contractor must make good, at their own expense, any damage to the property of the Authority, caused as a result of the works, which damage could have been reasonably foreseen and prevented.
1.6.05	All descriptions are to include for making good to walls, adjacent areas and other disturbed surfaces where appropriate.
1.6.06	The Contractor MUST include for the provision of any repairs to the flooring surfaces, thresholds and other associated works required during the contract.
1.6.07	The Contractor MUST include for the provision of any digging, access or lifting equipment which could be required during the contract.
1.7.00	**VARIATIONS**

1.7.01	The Contractor must visit the site and fully acquaint themself with all aspects of the work whether explicitly referred to in the specification or not. As any variation claims for items that could have been foreseen will **NOT** be entertained as a result of their failure to do so.
2.0.00	**LOCATION**
2.1.00	**See Appendix 2 – Site & Address List**
3.0.00	**DESCRIPTION OF WORKS**
3.0.01	The appointed contractor is required to carry out the periodic electrical testing and inspection in accordance with the current edition of BS7671 of electrical installations within all properties under the administration of West Midlands Fire and Rescue Authority. Properties will include, vehicle workshops, fire stations, offices and residential properties. Number of circuits at each location - The below shall be used to cost for this tender, the below are an **approximate** number of circuits per site.

Stations & office spaces

Location	Number Of Circuits	Next Inspection Due
Handsworth Fire Station	185	01/02/2024
Sutton Coldfield Fire Station	110	01/02/2024
Coventry Fire Station	165	01/05/2024
Wolverhampton Fire Station	125	01/06/2024
Aston Fire Station	105	01/07/2024
Dudley Fire Station	100	01/07/2024
Northfield Fire Station	100	01/08/2024
Brierley Hill Fire Station	70	01/09/2024
Solihull Fire Station	215	01/10/2024
Tettenhall Fire Station	75	01/05/2025
Erdington Fire Station	135	01/06/2025
Perry Barr Fire Station	190	01/07/2025
Bloxwich Fire Station	100	01/08/2025
Stourbridge Fire Station	115	01/09/2025
Ward End Fire Station	130	01/10/2025
Aldridge Fire Station	100	01/10/2025
Bilston Fire Station	75	01/12/2025
Oldbury Fire Station	285	01/01/2026
Sheldon Fire Station	130	01/04/2026
Woodgate Valley Fire Station	90	01/05/2026
Highgate Fire Station	105	01/06/2026
Fallings Park Fire Station	115	01/07/2026
Tipton Fire Station	80	01/08/2026

West Bromwich Fire Station	150	01/09/2026
Smethwick Fire Station	70	01/10/2026
Binley Fire Station	140	01/11/2026
Canley Fire Station	95	01/05/2027
Command Development Centre (CDC)	160	01/06/2027
Foleshill Fire Station	150	01/07/2027
Kings Norton Fire Station	75	01/08/2027
Ladywood Fire Station	105	01/09/2027
Bickenhill Fire Station	100	01/10/2027
Haden Cross Fire Station	145	01/11/2027
Hay Mills Fire Station	175	01/12/2027
Willenhall Fire Station	110	01/01/2028
Billesley Fire Station	100	01/02/2028
Head Quarters	460	01/05/2028
SafeSide	590	01/06/2028
Transport Engineering Workshops (TEW)	190	01/07/2028
Walsall Fire Station	200	01/11/2028
Wednesbury Fire Station	75	01/12/2028
Bournbrook Fire Station	75	01/01/2029

Residential properties

Location	Next Inspection Due
Perry Barr House No8	05/24
Harborne House 1	05/24
Harborne House 3	05/24
Kings Norton House 4	05/24
Kings Norton House 5	05/24
Kings Norton House 7	05/24
Erdington Flat 8	05/24
Erdington Flat 12	05/24

The appointed contractor will carry out 100% test of distribution boards and final circuits, 100% visual inspection of the installation 100% inspection of behind accessories to check connections.

The authority has moved forward some of the test dates to enable these to be spread evenly across the five years.

3.1.00	**SCHEDULE OF WORKS**
3.1.01	**ALL WORKS MUST BE COMPLETED AS PER APPENDIX 2 TO ENSURE LEGAL COMPLIANCE.**
3.1.02	Electrical Installation Condition Reports (EICR) are to be undertaken fully in accordance with the Electricity at Work Regulations 1989: Part II Regulations 5-15 and with BS 7671 I.E.E. Wiring Regulations Eighteenth Edition chapters 64-65.
3.2.00	**GENERAL STANDARDS AND EXPECTATIONS**
3.2.01	The contractor shall liaise with Facilities Management as to the commencement and programming of works. **As part of the tender submission the contractor shall include a 5-year programme of work to undertake** ***1.*** **Periodic Testing and Inspection.** ***(The date of the next test and inspection can be depicted from the last periodic test which is stated on site) Also shown in section 3.0.01*** The contractor shall undertake the NICEIC Inspection and Testing in accordance with the current NICEIC Regulations BSI 7671 2008 18th Edition.
3.2.02	As part of the tender submission the contractor shall include an example schedule of visits for all EICR site visits required in year 1 of the contract
3.2.03	The contractor is to be mindful that all Fire Stations are to remain operational 24 hours 7 days a week and the works shall not to impede such operation in any form or to prejudice by action or inaction the security of the site for the period of the works.
3.2.04	The contractor is to comply with all relevant legislation with regard to the works being undertaken and the manner in which it is undertaken and provide method statements and risk assessments as part of their tender submission.
3.3.00	**INSTALLATION SURVEY AND LABELLING**
3.3.01	Contractors are required to carry out a survey of each Electrical Installation prior to Inspecting and Testing. The survey results are to be recorded and issued to Facilities Management Surveyor
3.3.02	Contractors are required to label the installation and update Circuit reference charts and distribution schedules as required
3.3.03	Where correct labels are already in place, Contractors need not replace them. Where new labels are to required, the old labels should be removed to avoid confusion.
3.3.04	The contractor is required to amend building Plan (provided by the WMFS) with the location of all DBs and similar Assets if necessary. All building plans will be sent to the winning bidder during the pre-start meeting.
3.4.00	**ELECTRICAL SERVICES ISOLATION**
3.4.01	To reduce inconvenience when isolation of electrical services is carried out, the Contractor shall follow a procedure for informing the various bodies affected by the proposed electrical isolation.
3.4.02	The following list of services can be affected by the isolation of local electrical circuits, distribution boards, or the building main electrical supply: **INTRUDER ALARMS**

Properly installed and maintained alarms have a battery backup. However, as it is not uncommon for these batteries to be old and in need of replacement, the system operator should be informed of the planned power outage.

LOOP ALARMS FOR EQUIPMENT PROTECTION
Most systems have battery backup, but there are some without or may have defective batteries, there is a need therefore to inform the system operator of the power outage.

CCTV SECURITY CAMERAS AND RECORDERS
The software associated with CCTV systems requires a controlled power down to protect the software and the equipment.

EMERGENCY ESCAPE DOORS
Within office buildings there are doors that are electrically held open and which are released in an emergency or may be part of the building's access control. Some doors have battery backup, but the duration that they will remain operational is unknown. The system users therefore need to be aware that the door holders may not be fully operational during the power outage.

DOOR ACCESS SYSTEMS
Door access systems may or may not have battery backup. The system users need to be aware that the access system may not be fully operational during the power outage.

MECHANICAL SERVICES PLANT
As isolation of the electrical supplies to plant can cause problems if not shut down in a controlled manner, plant operators and maintenance services need to be informed of the proposed power outage.

MECHANICAL SERVICES CONTROL SYSTEMS
Control systems often use software requiring a battery back-up to maintain power, but this may not be sufficient to cover the period during which the electric supply is switched off. To reduce any difficulty in re-starting such systems after a prolonged power outage, the plant operators need to be informed prior to isolating the electricity supply, should any preventative measures need to be taken.

FUME EXTRACT FANS
The isolation of fume extract fans may cause a hazard should fumes build up whilst the extract system is not running. The system operator needs to be advised as early as possible so the situation can be addressed, and any hazardous substances can be removed whilst the fume extract system is not operational.

LIFT INSTALLATIONS AND ASSOCIATED CONTROL EQUIPMENT
Where the electrical supply to a lift installation is likely to be affected by a power shutdown, the lift(s) must be brought to a standstill (usually on the ground floor) before being switched off and the system shut down.

DATA NETWORKS
Loss of power to data hubs or servers will shut down the local computer network served by these, and may also affect users outside the area that has been electrical isolated. ICT must be made aware of any likely power interruptions at an early stage, in order to evaluate the situation and take the appropriate action.

FIRE ALARM SYSTEMS
Fire alarm systems should provide adequate power back up from their own batteries to run the system for some considerable period. Security Services should be informed of any planned shutdown that may affect the electrical supply to a fire alarm system.

EMERGENCY ESCAPE LIGHTING
Isolating the electrical supply to the emergency escape lighting initially does not present an

	immediate problem. However, should the batteries fully discharge (and where the emergency escape lighting is essential to the safe occupation of a building) the building should not be re-occupied until the batteries have been sufficiently recharged. **USER'S EQUIPMENT** Within departments, users may have specialised equipment such as constant temperature cabinets, refrigerators and freezers etc. that will be affected by the loss of electricity. There may also be research projects that need a programmed shutdown before the electricity may be switched off. Such users must be given adequate notice and be made aware of any equipment within their area of control where the loss of electricity would have a detrimental effect. Unless specifically requested, Contractors shall not be responsible for providing temporary power facilities to user's equipment.
3.5.00	**NOTIFICATION TO USERS AND SYSTEM ADMINISTRATOR**
3.5.01	Prior to carrying out any electrical isolation the Contractor shall notify all parties.
3.5.02	This schedule shall be used by the Contractor as a checklist for notification to the various bodies affected by the electrical isolation.
3.5.03	The Contractor shall ensure all personnel have been contacted and are aware of the intended isolation of electrical supplies. If, after giving notification, the Contractor has concerns that the appropriate personnel have not responded to the notification of the intended electrical supply isolation, the Contractor shall advise WMFS Facilities Manager accordingly.
3.5.04	Where the electrical supply isolation may affect other buildings and users, the Contractor shall advise the WMFS Facilities Manager Surveyor when planning the proposed shutdown.
4.0.00	**ELECTRICAL INSTALLATION – CABLE COLOURS**
4.0.01	In April 2004 BS7671:2001 Amendment No.2 2004 (now superseded by the 18th edition") was published detailing the harmonisation for the colours of cables used in electrical installations. As part of the West Midlands Fire and Rescue Service strategy for the introduction of the new cable colours and harmonisation with their existing electrical installations, all Contractors carrying out new installation works, alterations, or extensions to existing installations shall do so in accordance with BS 7671. **Note:** The Contractor is not required to carry out any rewiring or to label, re-label or mark any existing cables during the Periodic Inspection & Testing procedure.
4.1.00	**CABLE COLOURS ADOPTION POLICY**
4.1.01	To be read in conjunction with 'New Fixed Wiring Colours - A Practical Guide' issued by NICEIC – Spring 2004, and 'Snags and Solutions - A Practical Guide to Everyday Electrical Problems' - Part 2 - Wiring Systems.
4.2.00	**INSTALLATION TYPES – CABLES FOR MAINS 230/400 VOLT SYSTEMS**
4.2.01	**INSTALLATION TYPE:- SINGLE CORE CABLES IN CONDUIT AND TRUNKING** Phase conductors: Brown/Black/Grey. Neutral: Blue. At termination points the cables shall also be labelled L1, L2, and L3. Two–way switching. When single-core cables are installed in trunking or conduit, all live conductors (strappers) shall be wired using brown cable.
4.2.02	**INSTALLATION TYPE:- PVC/PVC ('TWIN AND EARTH' INSTALLATION)**

	Cables will be supplied Brown and Blue, Brown and Brown, or Brown, Blue and Grey, all with bare circuit protective conductor (CPC). These cables shall only be used for single-phase circuits. Where appropriate black and grey are “live” cables they shall be sleeved with brown sleeving. Where a three-core and CPC cable is used where two of the cores are “live” and one the neutral conductor, the black conductor shall be sleeved brown and the grey conductor shall be sleeved blue and used as the neutral. This colour marking is as per the NICEIC ‘Snags and Solutions’ (Part 2 - Wiring Systems - Item No 9. etc. Bathroom Extract Fans and Emergency Lighting).
4.2.03	**INSTALLATION TYPE:- XPLE/SWA/XPLE OR PVC/SWA/PVC PLUS OTHER COMPOSITE MULTI-CORE CABLES** 4-core cable. Phase conductors: Brown/Black/Grey. Neutral: Blue For a three-core cable where used for single-phase circuits, the brown will be live, black sleeved. Green/yellow to be the circuit protective conductor and the grey shall be sleeved blue and used as the neutral. This colour marking is proposed by the NICEIC in ‘Snags and Solutions’ (Part 2 - Wiring Systems - Item No 52). L1, L2, and L3.
4.2.04	**INSTALLATION TYPE: - MULTI-CORE MICC** Phase conductors: Brown/Black/Grey. Neutral: Blue. At termination points the cables shall also be labelled L1, L2, and L3.
4.3.00	**FIRE ALARM SYSTEMS**
4.3.01	MICC are addressed in Paragraph 4.2.00, for fire alarm systems which are operating at ELV (BS7671 definition: 50 Volts AC or 120 Volts ripple-free DC) the colour coding of cables is as follows: positive (live): brown, black, red, yellow, violet, orange, grey, white, pink and turquoise. The negative or mid-point shall be blue. As fire alarm systems have various cable functions, the colour identification requirement are covered separately for each individual system.
4.3.02	The sheath of cables used for Fire Alarm Circuits shall be coloured **Red**, and where contained within PVC mini trunking this shall also be coloured **Red**.
4.4.00	**WIRING FOR MECHANICAL SERVICES – EXTRA LOW VOLTAGE SENSORS**
4.4.01	For BMS systems and sensor wiring the Contractor shall use Belden 8760NH single twisted pair, polythene insulated stranded conductors Low Smoke Halogen Free (LSOH/LSZH). The cable cores are coloured black and transparent, and it is not necessary to provide any additional colour marking unless this has been specified.
4.5.00	**DC AND INVERTOR WIRING LOW VOLTAGE**
4.5.01	The Contractor shall carry out wiring on these circuits using colour coding and alphanumeric notification in accordance with Table 51 BS 7671
4.5.02	Two-wire unearthed DC power circuit. The live conductor (positive L+) shall be Brown and the negative (L-) Grey.
4.5.03	Two-wire earthed DC power circuit (Negative Earthed). The live conductor positive (L+) shall be Brown and the negative (L-) Grey.
4.5.04	At termination points on a DC system the Contractor shall provide sleeves over the cables marked L- or L+ as appropriate.

4.5.05	Example: central battery systems for emergency lighting. For an existing system the Contractor shall establish the connection arrangements for earthing.
5.0.00	**EXISTING CIRCUIT RE-LABELLING**
5.0.01	When a Contractor carries out any installation or remedial work on existing circuits, all new cables shall be colour-coded using brown, black, grey and blue sleeving and the cables marked L1, L2, and L3 as appropriate. Purpose-manufactured printed cable identification sleeves should be used. Hand-written labelling or PVC tape is not acceptable. Phase conductors in three-phase distribution boards shall be identified L1, L2, L3 or Brown, Black, Grey and not Red, Yellow, Blue (BS 7671 2001 Amendment No. 2, 2004 Harmonised Cable Colours and clause 2.10.3 'Electrical Installation Cable Colours Changes').
5.0.02	**WARNING NOTICES** For existing distribution boards where circuit wiring colour coding is mixed, the Contractor shall position a warning notice as detailed in BS 7671 Regulation 514.14.1: "CAUTION – This installation has wiring colours to two versions of BS 7671. Great care should be taken before undertaking extension, alteration or repair that all conductors are correctly identified". This notice should be placed at the local distribution boards
6.0.00	**PERIODIC ELECTRICAL INSPECTION AND TESTING**
6.0.01	A programme of the sequence of works shall be agreed between the users and the Facilities Management Surveyor as detailed within this specification. The Contractor must allow in their tender the full costs associated with the agreed programme as detailed within the specification.
6.0.02	Prior to commencement on site, the Contractor shall allow for attending a pre-contract meeting with the Facilities Management Surveyor.
6.0.03	The pre-contract meeting will be to discuss the detailed arrangements of the Contractor's safe methods of working, including liaison with the station personnel and WMFS Health & Safety representative prior to each stage of the works.
6.0.04	Notes of any decisions taken will be circulated and incorporated into the contract arrangements.
6.1.00	**METHOD OF INSPECTION AND TESTING**
6.1.01	The Contractor shall carry out a Risk Assessment and generate a Method Statement of their intended inspection and testing process.
6.1.02	In every case the Contractor shall inspect and test all circuits and make all reasonable attempts to identify the full extent of the circuit. Circuits that remain unknown shall be identified as such and as many details as are known shall be recorded on the test sheets.
6.1.03	In addition, the Contractor shall make all reasonable attempts to identify causes of circuit faults found, including disconnection of fixed equipment or luminaires as necessary.
6.1.04	It is not practical to inspect every joint and termination in an electrical installation. However, the Contractor shall inspect every termination within distribution systems and distribution boards to ensure that the connections of the conductors are properly installed and secure.
6.2.00	**WARNING SIGNS**

6.2.01	The Contractor shall be responsible for ensuring that adequate warning notices are displayed at each entry point, confirming the status of each site area and prohibiting when appropriate unauthorised personnel from entering.
6.3.00	**ELECTRICAL SAFETY**
6.3.01	In addition to the advice given in the HSE Best Practice Guide ***"GUIDANCE ON SAFE ISOLATION PROCEDURES FOR LOW VOLTAGE INSTALLATIONS",***
6.3.02	During the period of the electrical testing, the Contractor shall ensure the safety of the electrical installation and that control of the electrical danger within the area of the contract is the responsibility of a Competent Person in his employ.
6.3.03	The Contractor shall not work on any electrical circuit in which all phase (live and neutral) conductors have not been isolated, except where this is necessary to carry out a particular test or procedure (for example: polarity, earth fault loop impedance and the functional testing of RCDs, RCBOs, switchgear and control gear).
6.3.04	Before commencing work, isolation shall have been carried out by either physically removing the links or fuses and by a locking device securing the isolation in an "off" position.
6.3.05	Substantial warning notices shall be securely fixed to the control device clearly labelled "DO NOT SWITCH ON - MEN WORKING". These notices are to include the Contractor's trading title together with the name of the duty holder who is responsible for the electrical safety within the area, and throughout the duration of the contract a 24-hour contact telephone number.
6.4.00	**SWITCHING OFF SUPPLIES**
6.4.01	The Periodic Inspection and Testing procedure will require isolation of all electrical circuits for various periods of time.
6.4.02	It is the responsibility of the Contractor performing this task to liaise directly with the building occupants prior to switching off any electrical supplies to agree upon suitable dates and timescales.
6.4.03	Prior to isolation of electrical circuits, the Contractor should follow the procedures detailed in Section 3.4.00 'Electrical Services Isolation'.
6.4.04	When agreeing the programme of circuit isolation with the occupants, the Contractor shall make it clear to the occupants that they require total isolation of the electricity supplies to enable the testing to be carried out correctly and in safety as required by the Electricity at Work Regulations (1989).
6.4.05	In cases of difficulty in agreeing a time with the occupants and users, the Contractor shall advise the Facilities Management Surveyor
6.4.06	Once a timescale has been agreed, this should be strictly adhered to. In the event of a project over-running, the Contractor should be prepared to temporarily cease operations until further agreement has been reached with the occupants.
6.4.07	The Contractor **must** consider the effects on adjacent buildings and systems of such isolations and advise accordingly i.e. Fire Detection and Alarm Systems, Communication Systems, Data Hubs, Computer Systems and Security Systems.
6.4.08	This information shall be made available to the Facilities Management Surveyor by the Contractor **prior** to the commencement of the works.
6.4.09	**TEMPORARY SUPPLIES**

	Where required, the Contractor shall make allowance in their tender to provide temporary supplies to the specific locations: **RE- ENERGISATION** **IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT ALL CIRCUITS ARE OPERATIONAL ON RE-ENERGISATION.** Time clocks for heating must be reset to the correct time and reprogrammed as necessary. Fire Detection and Security systems shall be checked and left operational; any concerns regarding these systems must be reported to the Facilities Management Surveyor.
6.4.10	**MECHANICAL SERVICES PLANT** The Contractor is to exclude from the testing regime any low voltage (mains) power and control cables beyond (i.e. "downstream" of) the isolator associated with the Mechanical Services Installation. The inspection and testing shall be carried out up to the isolator which may be a separate item or be included within the Control Panel. Where the Control Panel includes the isolator, the Control Panel shall be given an Asset Reference.
7.0.00	**REMEDIAL WORK**
7.0.01	**PLEASE NOTE:** that although it is the Authorities intention to award remedial works to the winning bidder works may be subject to obtaining 3 quotations.
7.0.02	**MINOR REPAIRS** The Contractor shall, during testing, carry out minor repairs such as tightening joints, replacement of clips, etc. to achieve a pass status and make appliances safe.
7.0.03	**MAJOR REPAIRS** No major repairs will be included as part of the testing and inspection procedure.
7.0.04	**DANGEROUS INSTALLATIONS** Where the Contractor determines that the condition or particular circumstances relating to an electrical installation represents immediate danger to their own employees or any other person property or livestock, the Contractor shall take immediate action sufficient to remove the danger. The Contractor shall contact the Facilities Management Surveyor to inform him of the dangerous installation and to agree and authorise the necessary subsequent action. This may include temporarily isolating the equipment, installing warning labels etc.

8.0.00	**CERTIFICATES & REPORTS**
8.0.01	**RECORD DOCUMENTATION** The Contractor will provide all the required record documentation in electronic format. All faults that are found during the EICR, shall be photographed, collated in a word document and sent to the FM surveyor along with the certificate, remedial works and quotes.
8.0.02	**ELECTRONIC RECORDS FILE FORMAT** All documents and drawings shall be supplied only in the formats and with the folders as specified below. All documents should be provided in Microsoft® Word (.DOC or .DOCX) format except where shown. **FORMAT: OPTICAL MEDIA (CD OR DVD)** Information on label: Building Number / Building Name Fixed Wiring Test Records Date **FOLDER: TEST CERTIFICATE / CIRCUIT CHARTS / LIST OF REMEDIAL WORKS** Folder reference: Building Number, Bldg Name, Title Example: W033_URS_Test Certificate Files in folder: List of Contents Distribution Board index NICEIC/ECA Periodic Inspection Report (.pdf format) Limitations
8.0.03	**REMEDIAL WORKS AND QUOTATIONS** Any remedial work that is picked up from the EICR test carried out by the contractor, shall send the quote to the facilities management surveyor within five working days from the completion of the EICR. Quotes shall itemise all C1, C2, C3 and FI individually.