Explanation of Technical Services for Community Centres

Introduction

The following sections summarise the maintenance programme for community centres.

All planned maintenance is designed to ensure assets/equipment achieve their life’s expectancy and to minimise unplanned costs, i.e., a boiler life expectancy should be a minimum of 20 years subject to it being properly maintained and the necessary parts being replaced.

The community centres were built to the building regulations at the time, therefore they have additional systems, particularly safety systems that are not present in buildings of earlier generations, so these systems by their nature must be maintained and therefore add to running costs.

In the implication section it is still possible for some of these highlighted incidents to happen although the probability is reduced and in the event of a legal case, good practice has been followed and therefore the board of management has implemented all that is “reasonably practical” from a building operators view.

The status is indicated by Red, Amber or Green which have the following meanings:

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| Red | Direct legislation or Statutory Instrument requirement |
| Amber | Indirect legislation requirement |
| Green | No legislation requirement |

**ELECTRICAL**

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| **Name:** | **Electrical Distribution Services (RCD/RCBO Testing)** | **Frequency: Category: Site:**  **Status:** | **Annual Electrical**  **Amber** |
| **Cost:** | **€560 pa** |  |  |
| **Description:** Testing of RCDs, An RCD (Residual Current Device) is a safety device found in a fuse board that works by monitoring the electrical current in a circuit. Any leaks in the circuit could pose a fire hazard as well as an electrocution risk. These leaks are detected by the RCD and they operate by tripping the fuse almost instantaneously and thus cutting the power from the circuit and in turn reducing  risk of accidents. Based on testing outside normal working hours | | | |
| **Recommended:** No legislative requirement, basic electrical safety measure as specified by the HSA and IEEE.  **Implications**: In the event of an electrical incident (resulting in injury) on site, the HSA will request  evidence of maintenance on these devices. | | | |

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| **Name:** | **Emergency Lighting** | **Frequency: Category: Site:**  **Status:** | **Quarterly Electrical**  **RED** |
| **Cost:** | **€700 pa** |  |  |
| **Description:** Maintenance of emergency lighting system that provides lighting in the case of loss of  power so that the building can be safely evacuated in the hours of darkness. | | | |
| **Requirement:** As per IS3217: 2013 (& 2017 update) compliance.  **Implications:** In the event of a power failure, occupants may be injured whilst trying to exit the building, in this event the HSA will request evidence of inspection. | | | |

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| **Name:** | **Electrical Distribution Services (Thermographic Survey)** | **Frequency: Category: Site:**  **Status:** | **Annual Electrical**  **Amber** |
| **Cost:** | **€800 pa** |  |  |
| **Description:** Full annual thermographic survey and report by qualified and experienced electricians as  specified by the IEEE and HSA to minimise the risk of electrical fires/failure | | | |
| **Recommended:** Good practice in line with general building services recommendations – requires two persons to conduct due to risk of working on live boards.  **Implication:** In the event of an electrical incident (resulting in injury) on site, the HSA will request evidence of inspection. | | | |

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| **Name:** | **Lightning Protection** | **Frequency: Category: Site:**  **Status:** | **Annual Electrical**  **Amber** |
| **Cost:** | **€600 pa** |  |  |
| **Description:** Annual inspection and testing of Lightning Protection System to minimise the risk of damage to systems within the building. System directs current into the ground and away from building equipment  which may be in contact with occupants. | | | |
| **Recommended:** Good practice in line with general building services recommendations.  **Implication:** In the event of a lightning strike of the building while it is occupied, occupants may be injured  if the Lightning Protection System is not functioning correctly and the HSA will request evidence of inspection. | | | |

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| **Name:** | **PAT Testing** | **Frequency: Category: Site:**  **Status:** | **Annual Electrical**  **Amber** |
| **Cost:** | **€300 pa** |  |  |
| **Description:** Portable Appliance Testing (PAT) is an inspection of any electrical item with a plug, this is to  ensure that the electrical protective measures within the appliance will effectively work if required. | | | |
| **Requirement:** No legislative requirement, basic electrical safety measure as specified by the HSA and IEEE.  **Implication:** In the event of an electrical incident (resulting in injury) on site, the HSA will request evidence  of inspection | | | |

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| **Name:** | **General Lighting** | **Frequency: Category: Site:**  **Status:** | **4 per annum Electrical**  **Green** |
| **Cost:** | **€840 pa** |  |  |
| **Description:** Replacing of any blown lamps and recommending possible parts which may be required. This is organised as a quarterly visit as it is cheaper than calling out an electrician every time a lamp needs  to be replaced. | | | |
| **Recommended:** Good practice in line with general building services recommendations and a cost saving measure.  **Implication:** Potential increase in call outs. | | | |

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| **Name:** | **High Level Lighting** | **Frequency: Category: Site:**  **Status:** | **Annual Electrical**  **Green** |
| **Cost:** | **€400 pa plus specialist access equipment** |  |  |
| **Description:** Replacing of any blown lamps and recommending possible parts which may be required.  The timing of this is done in line with other high level works in the Sports hall due to cost of access equipment (hire of hoist). | | | |
| **Recommended:** Good practice in line with general building services recommendations and a cost saving measure.  **Implication:** Potential increase in call outs. | | | |

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| **Name:** | **Hand Dryers** | **Frequency: Category: Site:**  **Status:** | **Annual Electrical**  **Amber** |
| **Cost:** | **€45 pa** |  |  |
| **Description:** Test operation of hand dryers, check electrical components and clean out as required. | | | |
| **Recommended:** Good practice in line with general building services recommendations.  **Implication:** In the event of an electrical incident (resulting in injury) on site, the HSA will request evidence of inspection | | | |

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| **Name:** | **Building Earthing Systems** | **Frequency: Category: Site:**  **Status:** | **Annual Electrical**  **Amber** |
| **Cost:** | **€500 pa** |  |  |
| **Description:** Annual inspection and testing of Building Earthing Systems to minimise the risk of injury to the occupants within the building. The system directs current into the ground and away from occupants  within the building following an electrical fault. | | | |
| **Recommended:** Good practice in line with general building services recommendations.  **Implication:** In the event of a failure of equipment within the building while it is occupied, occupants may  be injured if the Building Earthing System is not functioning correctly, and the HSA will request evidence of inspection. | | | |

**HVAC**

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| **Name:** | **Extracts Fans**  **Kitchen and Bathroom** | **Frequency: Category: Site:**  **Status:** | **Annual HVAC**  **Green** |
| **Cost:** | **€210 pa** |  |  |
| **Description:** Maintenance of extract fans which provide adequate ventilation for the rooms served. | | | |
| **Recommended:** Good practice in line with general building services recommendations and Covid-related good practices.  **Implications:** Unhealthy environments in kitchens and bathrooms if they are not working correctly, possibly leading to complaints, unplanned call outs and therefore increased cost. | | | |

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| **Name:** | **Gas Fired Calorifier and Storage Cylinder incl Gas Distribution System** | **Frequency: Category: Site:**  **Status:** | **Annual HVAC**  **Amber** |
| **Cost:** | **€450 pa** |  |  |
| **Description:** Annual service to ensure that the building gas fired hot water systems remain reliable, plus  one annual desludge. | | | |
| **Recommended:** RGI (Registered Gas Installer) recommendation and good practice in line with L8 recommendations as part of a water management program.  **Implications**: In the event of an incident involving natural gas (resulting in injury) on site, the HSA will  request evidence of inspection and maintenance. | | | |

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| **Name:** | **Gas Fired Boilers/Burners** | **Frequency: Category: Site:**  **Status:** | **Annual HVAC**  **Amber** |
| **Cost:** | **€450 pa** |  |  |
| **Description:** Gas fired boiler service for heating system and emissions test as per RGI recommendations.  gas booster sets functional test, leak check and visual inspection | | | |
| **Recommended:** RGI recommendation and ensures efficient use of natural gas.  **Implications:** In the event of an incident involving natural gas (resulting in injury) on site, the HSA will request evidence of inspection and maintenance. Boiler may also use more fuel than necessary. | | | |

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| **Name:** | **Radiators and TRV checks** | **Frequency: Category: Site:**  **Status:** | **Annual HVAC**  **Green** |
| **Cost:** | **€210 pa** |  |  |
| **Description:** Inspect radiators for surface leaks, valve leaks and pipe connection leaks. Check surface  temperature of each radiator. | | | |
| **Recommended:** Good Practice  **Implications:** Radiators not functioning correctly (too hot, too cold) and potential scalding | | | |

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| **Name:** | **Hot Water Thermostatic Mixing Valves** | **Frequency: Category: Site:**  **Status:** | **Annual HVAC**  **Amber** |
| **Cost:** | **€450 pa** |  |  |
| **Description:** Check operation and clean/service all Thermostatic Mixing valves which regulate the temperature of water from tap outlets and minimize the risk of scalding.  **Recommended:** Good practice in line with L8 recommendations as part of Water Management Programme.  **Implications:** Potential scalding from tap outlets. | | | |

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| **Name:** | **Heat Recovery Units** | **Frequency: Category: Site:**  **Status:** | **Annual HVAC**  **Green** |
| **Cost:** | **€450 pa** |  |  |
| **Description:** Provide ventilation to the room and recover heat from extracted air. Service includes  inspection of unit, clean cores and clean/replace filters as required. | | | |
| **Recommended:** Good practice in line with general building services recommendations and Covid-related ventilation good practices  **Implications:** In the event of the unit not functioning correctly it will lead to poor/unhealthy ventilation to the space. | | | |

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| **Name:** | **Roof Inspection** | **Frequency: Category: Site:**  **Status:** | **Annual External Fabric**  **Green** |
| **Cost:** | **€700 pa** |  |  |
| **Description:** Inspection of roof areas to check for any signs of leaks or any sections which may come  loose and could cause damage in future. Due to past experience, this is an annual visual check to identify any potential issues in relation to roof fixings and fabric | | | |
| **Recommended:** Best Practice  **Implications:** If an issue is not identified at an early stage this could result in damage to roof and have cost implications | | | |

**WATER**

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| **Name:** | **Pumps and Pressurization units** | **Frequency: Category: Site:**  **Status:** | **Annual Water**  **Green** |
| **Cost:** | **€210 pa** |  |  |
| **Description:** To ensure that all pumps and pressurization units including Booster Sets & Fire Mains  Booster Sets function correctly. | | | |
| **Recommended:** Good practice in line with general building services recommendations.  **Implications:** No heating or Hot Water in building if they are not working correctly, possibly leading to complaints and unplanned call outs | | | |

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| **Name:** | **Heating System Chemical Dosing** | **Frequency: Category: Site:**  **Status:** | **4 per annum. Water**  **Green** |
| **Cost:** | **€800 pa** |  |  |
| **Description:** To ensure that the heating system pipework and boilers are protected with adequate levels  of chemical. | | | |
| **Requirement:** Good practice in line with general building services recommendations.  **Implications:** Early failure of pipework or system due to damage caused by corrosion. | | | |
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| **Name: Cold Water Services and Domestic Frequency: Annual & bi-annual Hot Water Services Annual Risk Category: Water**  **Assessment and bi-annual Site:**  **sampling Status: Amber**  **Cost: €1,400 pa**  **Description:** Annual Risk Assessment and bi-annual sampling. To ensure that all open water systems are free from Legionellosis, EColae, Pseudomonas, and other bacterial growth.  **Requirement:** Documenting, inspection and testing as per National Guidelines for the Management of Legionellosis in Ireland and HSA requirements.  **Implications:** Possible sickness or contraction of infection by building users or occupants. | | | |

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| **Name:** | **Storage Tanks** | **Frequency: Category: Site:**  **Status:** | **Annual Water**  **Amber** |
| **Cost:** | **€210 pa** |  |  |
| **Description:** Inspect tank for leaks, check operation of ball valve and record mains water and tank  temperatures | | | |
| **Requirement:** Annual inspection and testing as per National Guidelines for the Management of Legionellosis in Ireland and HSA requirements.  **Implications:** Possible contraction of infection by building users or occupants. | | | |

**SECURITY**

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| **Name:** | **Access Control** | **Frequency: Category: Site:**  **Status:** | **Annual Security**  **Green** |
| **Cost:** | **€250 pa** |  |  |
| **Description**: Confirm system operating as intended and magnetic locks are secure as per PSA requirements | | | |
| **Requirement:** Test and Certification in accordance with PSA requirements & Good practice, ensures system is in good working order.  **Implications:** Increase security risk due to system failure and potential increase in security costs | | | |

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| **Name:** | **CCTV** | **Frequency: Category: Site:**  **Status:** | **Annual Security**  **Green** |
| **Cost:** | **€450 pa** |  |  |
| **Description:** Confirm system is operating as intended and as per PSA requirements to test and certify in  accordance with PSA requirements | | | |
| **Requirement:** PSA requirements & Good practice, ensures system is in good working order.  **Implications:** Increase security risk due to system failure and potential increase in security costs | | | |

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| **Name:** | **Intruder Alarm Systems** | **Frequency: Category: Site:**  **Status:** | **Annual Security**  **Green** |
| **Cost:** | **€200 - €300 pa** |  |  |
| **Description:** Confirm system operating as intended and as per PSA requirements to test and certify in  accordance with PSA requirements | | | |
| **Requirement:** PSA requirements & Good practice, ensures system is in good working order.  **Implications:** Increase security risk due to system failure and potential increase in security costs | | | |

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| **Name:** | **Alarm Monitoring** | **Frequency: Category: Site:**  **Status:** | **Annual Security**  **Green** |
| **Cost:** | **€300 - €400 pa** |  |  |
| **Description:** Confirm system operating as intended to notify a monitoring station effectively if required  in accordance with PSA requirements | | | |
| **Requirement:** PSA requirements & Good practice, ensures system is in good working order.  **Implications:** Increase security risk | | | |

**SKYFOLD**

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| **Name:** | **Skyfold** | **Frequency: Category: Site:**  **Status:** | **Every 18 Months Skyfold**  **Green** |
| **Cost:** | **€3,200 - €3,400 every 18 months** | |  |
| **Description:** Test and certify all mechanical and electrical components of the Skyfold. | | | |
| **Recommended:** Good practice, ensures Skyfold is in good working order.  **Implications:** Increased likelihood of failure which could cause injury and have impact on loss of bookings (income) | | | |

**LIFTS**

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| **Name:** | **Statutory Lift Inspection** | **Frequency: Category: Site:**  **Status:** | **Bi-Annual Lift**  **Red** |
| **Cost:** | **€400 pa** |  |  |
| **Description:** Inspection of Lift by a competent statutory inspector. | | | |
| **Recommended:** Compliance with HSA requirements under 2007 SHWW Act and basic passenger lift safety standards IEEE specification.  **Implications:** In the event of an incident (resulting in injury) on site, the HSA will request evidence of  inspection. | | | |

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| **Name:** | **Maintenance of Passenger Lifts** | **Frequency: Category: Site:**  **Status:** | **3 per annum Lifts**  **Red** |
| **Cost:** | **€1,400 pa** |  |  |
| **Description:** Comprehensive contract that includes all scheduled servicing, callouts and parts (excl  motors, gearboxes or items that were damaged by others). | | | |
| **Requirement**: In order to pass the statutory inspection, the lift must have an active emergency intercom which is monitored by the lift maintenance provider as part of a service contract. Lift maintenance companies will not monitor the intercom unless there is a service contract in place. Acacia recommends a comprehensive contract as in our experience it significantly reduces the risk of unplanned costs due to callouts and parts required. Compliance with HSA requirements under 2007 SHWW Act and basic electrical safety standards IEEE specification.  **Implications:** Without the service contract the lift will not pass the statutory inspection and will therefore be required to be taken out of use which would increase the risk of Health and Safety issues i.e. access  /egress to 1st floor by stairs only. | | | |

**BMS**

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| **Name:** | **BMS** | **Frequency: Category: Site:**  **Status:** | **Annual BMS**  **Green** |
| **Cost:** | **€1200 pa** |  |  |
| **Description:** Annual service and inspection of Building Management System which control numerous  systems in the building. Included is an annual service visit and annual re-qualification of all field devices, valve actuators and switches etc. that comprise of the BMS system | | | |
| **Recommended:** Good practice in line with general building services recommendations.  **Implications:** Increased callouts due to faults on the system. Inefficient operation of the system (wasted energy). Potential loss of income/bookings if heating etc is not controlled properly. | | | |

**CATERING**

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| **Name:** | **Burco/Zip Water Boiler** | **Frequency: Category: Site:**  **Status:** | **Bi-Annual Catering**  **Green** |
| **Cost:** | **€250 pa** |  |  |
| **Description:** Check operation of unit, descale and inspect cable and fuse rating | | | |
| **Recommended:** Good practice for safety reasons  **Implications:** Increased risk of scalding. Increase in callout costs. | | | |

**DRAINAGE**

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| **Name:** | **Roof Drainage and Site Drainage** | **Frequency: Category: Site:**  **Status:** | **Annual Drainage**  **Green** |
| **Cost:** | **€1800 - €2400 pa** |  |  |
| **Description:** Annual inspection and cleaning of roof areas and associated drains | | | |
| **Recommended:** Good practice  **Implications:** Blocked drains resulting in potentially significant damage to the building | | | |

**SPORTS EQUIPMENT**

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| **Name:** | **Sports Equipment** | **Frequency: Category: Site:**  **Status:** | **Annual**  **Sports Equipment**  **Red** |
| **Cost:** | **€600 pa** |  |  |
| **Description:** Inspection and Maintenance of all sports equipment | | | |
| **Recommended:** Goalposts, basketball hoops and equipment should comply with current Safety Standards IS. 356:2007, EN 748, EN 749, EN 750 and ISEN1270  **Implications:** Potential injury to building occupants. | | | |

**LIFE SAFETY**

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| **Name:** | **Disabled Toilet Alarms** | **Frequency: Category: Site:**  **Status:** | **Bi-Annual Life Safety**  **Amber** |
| **Cost:** | **€90 pa** |  |  |
| **Description:** Bi-annual maintenance and inspection on the disabled alarm system in toilet areas. Check operation and electrical connections. Perform and report test  **Recommended:** Good practice  **Implications:** Increased likelihood of system not working leading to a building occupant not being able to raise the alarm. | | | |
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| **Name:** | **Fire Extinguishers** | **Frequency: Category: Site:**  **Status:** | **Annual Life Safety**  **Red** |
| **Cost: €210 pa**  **Description:** One annual service as per IS291 | | |  |
| **Requirement**: Legal requirement annual service per IS291:2015.  **Implications:** Risk of injury due to faulty device | | |  |

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| **Name:** | **Fire Alarm Systems** | **Frequency: Category: Site:**  **Status:** | **Quarterly Life Safety**  **Red** |
| **Cost:** | **€400- €600 pa** |  |  |
| **Description:** Quarterly Servicing and annual testing of all devices. | | | |
| **Requirement:** Legal requirement to maintain system in accordance with IS3218:2013 *(revised standard due)*  **Implications:** Risk of injury or damage to building due to it not being maintained | | | |

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| **Name:** | **Disabled Refuge and PA systems** | **Frequency: Category: Site:**  **Status:** | **Bi-Annual Life Safety**  **Red \*** |
| **Cost:** | **€350 pa** |  |  |
| **Description:** Maintenance of Disabled Refuge system, which is a communication system for use in the  event of a fire. Maintenance of PA system, which is a communication system for management and security of the building | | | |
| **Requirement:** Best Practice and compliance with BS5839  **Implications:** Risk of injury due to system failure  \*relates to Disabled Refuge only | | | |

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| **Name:** | **Gas Detection Systems inc Gas/Fuel Slam shut valves** | **Frequency: Category: Site:**  **Status:** | **Bi - Annual Life Safety**  **Amber** |
| **Cost:** | **€550 pa** |  |  |
| **Description:** Testing and certification of all gas detection devices to confirm correct functionality and  signaling. On detection of a gas leak, incoming gas mains will be automatically shut off to building. | | | |
| **Recommended:** Best Practice.  **Implications:** Gas leak could be undetected resulting in explosion/fire. | | | |

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| **Name:** | **Fire Risk Assessment incl Fire Stopping** | **Frequency: Category: Site:**  **Status:** | **Annual Life Safety**  **Red** |
| **Cost:** | **€1200 pa** |  |  |
| **Description:** Risk Assessment of all systems and procedures to protect all occupants. The Fire Risk  Assessment is the accepted means of managing all components of fire safety throughout the building. | | | |
| **Recommended:** Recent clarifications of 2005 SHWW Act and basic Fire safety standards. <http://www.hsa.ie/eng/topics/fire/emergency_escape_and_fire_fighting/> and the new Fire Safety Guide for Building Owners and Operators published in March 2022 by the National Directorate for Fire & Emergency Management  **Implications:** Failure to carry this out could result in injury of death in result of fire and or closure of the  Centre by the HSA due to non-compliance. | | | |

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| **Name:** | **High Level Window/Vents and Glazing** | **Frequency: Category: Site:**  **Status:** | **Annual Life Safety**  **Green** |
| **Cost:** | **€250 pa** |  |  |
| **Description:** Check operation of windows/vents. Ensure glazing is secure and in good condition. | | | |
| **Recommended:** Best Practice.  **Implications:** Rain ingress due to windows not closing causing damage to sports hall floor and potential increase in callouts and hoist hire. | | | |

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| **Name:** | **Fall Arrest System Maintenance** | | **Frequency: Category: Site:**  **Status:** | **Annual Life Safety**  **Red** |
| **Cost:** | **€450 pa** | |  |  |
| **Description:** Testing and Certification of roof fall arrest system, which is a system of cables that is used  for persons to tie on to when accessing the roof. | | | | |
| **Recommended:** The above equipment requires annual recertification under “Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 4: Work at Height” and related Regulations.  **Implications:** Staff and contractors are not allowed on roof unless there is a tested and certified fall arrest system in place, this could provide by a mobile hoist system, but would be more expensive. NOTE: Currently under review | | | | |
| **Name:** | **Fire Doors** | **Frequency: Category: Site:**  **Status:** | | **Bi-Annual Life Safety**  **Red** |
| **Cost:** | **€500 pa** |  | |  |
| **Description:** Formal inspection of all fire doors throughout the building to ensure that they are all compliant with applicable standards | | | | |
| **Recommended:** Six-monthly formal inspections by certified competent inspectors in accordance with FDIS/BM Trada schemes. *Note: New national guidelines due soon with recommendation for quarterly inspections*  **Implications:** Failure to carry this out could result in injury of death in result of fire and or closure of the  Centre by the HSA due to non-compliance. | | | | |

PLEASE NOTE COSTS ARE ONLY INDICITIVE