

## Background

The Estates and Facilities Committee, in response to new legislation, decided in 2011 that no work should be carried out on University owned or occupied property without the prior approval of Estates). The system has generally worked well but the procedure was not clear on the extent of those works. This update seeks to add clarity and limit the work by the schools to minor work which requires no Estates supervision. All other works will need to be managed by Estates and funded accordingly.

This revised document explains the procedures under which building occupants will seek authorisation from Estates for any work they plan to undertake without Estates supervision, which might disturb the fabric of the building.

## Authorisation Procedure

When staff, students or other building occupants plan to carry out any work which might disturb the fabric of the building the attached 'Authorisation to Work' request form should be completed and submitted to Estates. The request should be sent to the Estates Help Desk.

Estates will review the proposed work to determine whether it can safely be carried out without Estates supervision. Under normal circumstances Estates will aim to process these requests within 5 working days and issue a written response. **No work should be commenced until it has been authorized, in writing, by Estates.**

These procedures do not apply to any work being undertaken directly by Estates.

## Assessment Criteria

The criteria listed on page two of the 'Authorisation to Work' request form will be used to determine whether work can be undertaken without Estates supervision. As a general guide, work of a complex nature, which interferes with the building fabric or any engineering service, or which requires any input from a contractor, will need to be managed by Estates. In addition any work which involves disturbance of asbestos-based materials or other hazards, affects fire safety or has any other legislative implications shall be undertaken by Estates.

## Carrying Out Authorised Works

When work has been authorised to proceed without Estates supervision, it is important that, should any problem subsequently be encountered that was not originally identified, the work is referred back to Estates for advice. Particular attention should be paid to the following areas, which will require remaining works to be managed by Estates and for which funding will be required:

- **Asbestos:** The person responsible for supervising the work should be aware that the asbestos surveys are not 'intrusive' and will not, therefore, show details of any concealed asbestos-based materials. Should you have reason to believe that materials encountered whilst carrying out the work might contain asbestos they should be presumed to do so and in which case the work must cease immediately and the University Asbestos Co-coordinator informed.
- **Buildings Structure & Engineering Services:** Should it prove necessary, when carrying out the works, to disturb the structure of the building or any engineering services, works must cease and Estates notified.
- **Fire Safety:** Under no circumstances should any work be carried out which interferes with fire detection systems, fire compartmentation or the means of escape from the building.

*Estates*

**'AUTHORISATION TO WORK' REQUEST**

**CLIENT REQUEST FOR 'AUTHORISATION TO WORK'**

**Person responsible for the work:**

**Name of School, Hall etc.:**

**Tel No:**

**E-mail:**

**Building name / number:**

**Floor level:**

**Room number(s):**

**Building manager:**

**Date of application:**

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**Description of the proposed work:**

**Who will undertake the proposed work?**

**Please forward to:**  
Estates Help Desk  
Estates  
Whiteknights  
PO Box 235  
Reading RG6 6BW

Tel: 0118 378 7000  
Fax: 0118 378 6928

**ESTATES AUTHORISATION**

*(For Estates Use)*

**Name:**

**Signed:**

**Date:**

**Work Authorised / Not Authorised to Proceed (delete as applicable)**

**Reason (if Not Authorised) :** \_\_\_\_\_

**ESTATES AUTHORISATION RECORD**
*(For Estates Use)*
**BUILDING & ENGINEERING**

Please list any asbestos containing materials (ACMs) that are known to be present in the working area:

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 .....  
 .....

Is the proposed work likely to disturb the ACMs	YES/NO
Intrusive asbestos survey required?	YES/NO
Other hazards identified?	YES/NO
Structural implications?	YES/NO
Building fabric adversely affected?	YES/NO
Fire safety / means of escape affected?	YES/NO
Disability Discrimination Act non-compliance?	YES/NO
Electrical / IT systems affected?	YES/NO
Heating / ventilation affected?	YES/NO
Water / waste services affected?	YES/NO
Other piped services affected?	YES/NO

**CONTRACT & FINANCIAL**

Will contractors be used to carry out any part of works?	YES/NO
Will consultants or other specialist advice be used?	YES/NO
Will any materials be obtained from non-approved suppliers?	YES/NO

**HEALTH & SAFETY**

Will specialist risk assessment be required?	YES/NO
Will method statement be required?	YES/NO

**Notes**

- If the work is to take place in a radiological or containment laboratory please seek advice from H&SS before considering approval.*
- Estates staff should note that if the answer to any of the above questions is 'Yes' then the project should **not** be authorised to proceed & shall be managed by Estates, subject to the provision of adequate funding.*

**Authorisation Checks by:**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Asbestos

Co-ordinator: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **NOTES FOR CLIENTS UNDERTAKING WORK**

### **Asbestos**

Estates has checked the Asbestos Register for the working area(s) identified and found no recorded asbestos. You should be aware that Estates's records are the result a non-intrusive survey. Although every effort has been made to identify asbestos-based materials, it cannot be guaranteed that all such materials have been identified. Asbestos-based materials may well be concealed within the fabric of the building.

Should you have reason to believe that any materials encountered whilst carrying out the proposed work contain asbestos they should be presumed to do so and in which case work must cease immediately and the Asbestos Co-ordinator informed.

### **Fire Safety**

Under no circumstances should any work be carried out which interferes with fire alarm & emergency lighting systems or the means of escape from the building. Estates should be consulted should you have any doubts about the proposed works in relation to fire safety.

### **Buildings Structure & Engineering Services**

No work shall be carried out that involves interference with the structure of the building or any mechanical, electrical and other building services.

### **External Contractors/Consultants**

Should it be found that external contractors or consultants are required in order to undertake the proposed works then approval will usually be declined.