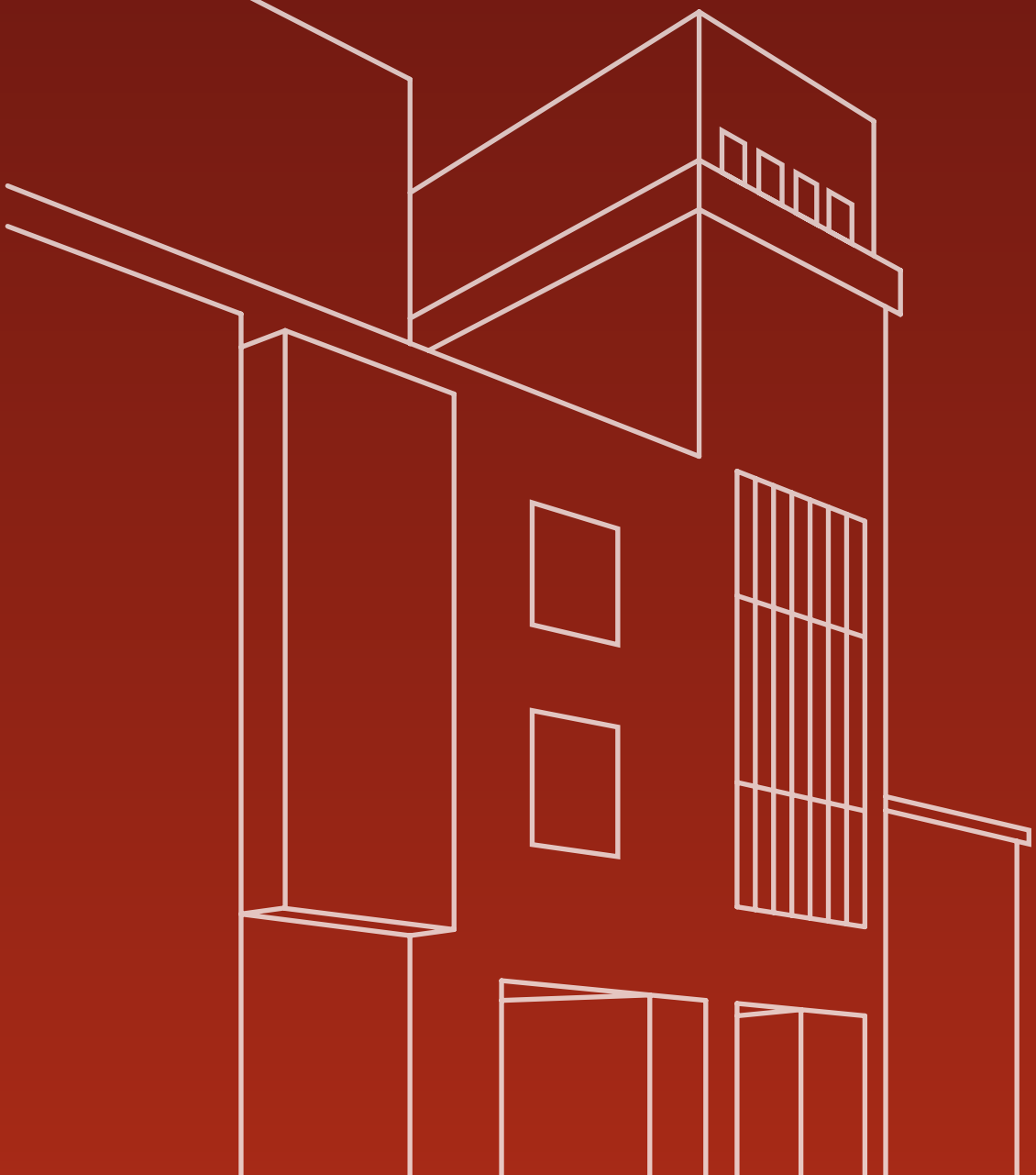


Comprehensive Building Maintenance Solutions for the Education Sector

In-Depth Guide from Oltec Group



Introduction

This resource, created by Oltec Group – the recognised benchmark for building maintenance specifications, is designed to assist those in charge of maintenance at schools and colleges. It offers practical advice on overcoming the typical challenges faced within the education sector. In this guide, we address the following five key questions:

1. What key questions should be asked when assuming responsibility for building maintenance in educational facilities?
2. What essential documents should be provided when taking over the maintenance responsibility for an educational building?
3. How should you proceed if maintenance instruction manuals for assets are unavailable?
4. What steps should you take if you lack warranty information for assets?
5. What key factors should be considered when creating a new maintenance plan for educational buildings?



1 | What key questions should be asked when assuming responsibility for building maintenance in educational facilities?

Taking on the responsibility for the estates and maintenance of a school or university can feel overwhelming. However, there are three key areas to focus on:

- 1. Ensure compliance with legal requirements**
It's crucial to understand and perform the necessary maintenance tasks to comply with legislation, ensuring the safety and well-being of all staff and students.
- 2. Identify essential maintenance to keep facilities functional**
Your maintenance strategy should focus on keeping critical areas in optimal condition, ensuring that facilities remain operational and available when needed. Prioritising key locations for maintenance is essential.
- 3. Verify competence and qualifications for all maintenance work**
Ensure that all tasks are completed by qualified professionals, such as Gas Safe engineers or certified electricians. Take the time to conduct risk assessments and necessary background checks. Additionally, ensure all required permits, qualifications, and insurance are in place before any work begins.

A successful transition requires asking the right questions to lay a solid foundation. Start by conducting a comprehensive review of the existing systems, including maintenance protocols and ongoing projects. This helps pinpoint potential challenges and allows you to prioritize tasks effectively.

Next, evaluate the budget and resources available for maintenance and repairs. A clear understanding of these factors enables strategic planning and ensures that the school environment remains safe, functional, and welcoming for students and staff.

Engaging with the educational community—teachers, students, and parents—is equally important. By gathering their input on future improvements, you can foster a collaborative atmosphere that values inclusivity and promotes shared ownership of the school's facilities.

By addressing these key considerations, Oltec Group ensures a seamless transition and delivers exceptional facility management tailored to the needs of your school.



Keeping up with maintenance laws is vital to avoid fines, penalties, or legal risks. Oltec Group ensures your school remains compliant and secure.

Here is a list of questions to ask when taking over a school or university building's maintenance:

1. What are the current maintenance policies (reactive vs. planned)?
2. Is there a preventative maintenance plan in place?
3. How frequently should inspections be conducted?
4. What safety measures are required during maintenance?
5. Are there any specific industry requirements for facility upkeep?
6. How are resources allocated for maintenance tasks?
7. Are there alternative solutions for potential facility issues?
8. What safety procedures are followed?
9. Are regular building inspections performed?
10. How is the maintenance budget tracked and managed?
11. Does the facility require specific audits or accreditations?
12. Are there contracts in place that need review or renegotiation?



2 | What essential documents should be provided when taking over the maintenance responsibility for an educational building?

When taking over the maintenance of an educational facility, ensure you have the following key documents:

- Building plans
- Risk assessments
- Maintenance schedules
- Emergency evacuation plans
- Fire safety plans
- Insurance details
- Vendor contracts
- Energy efficiency reports
- Environmental impact assessments
- Health and safety policies

Additionally, reviewing records of past repairs and renovations helps understand the facility's maintenance history.

With access to these important documents, Oltec Group ensures your school is maintained to the highest standards, operating efficiently and safely.

3| How should you proceed if maintenance instruction manuals for assets are unavailable?

Begin by identifying the key assets that need regular upkeep, such as HVAC, plumbing, and electrical systems. Once identified, contact manufacturers or vendors for the relevant instruction manuals.

Investing in preventative maintenance helps avoid costly repairs and ensures long-term infrastructure health. By conducting regular inspections, potential issues can be identified early, preventing expensive repairs and minimising risks of system failures that could disrupt learning activities.

Ultimately, consistent preventative maintenance ensures that school and university facilities remain safe, efficient, and provide a comfortable environment for students and staff.

4 | What steps should you take if you lack warranty information for assets?

A thorough evaluation of asset conditions is essential. This includes inspecting key equipment, systems, and fixtures such as plumbing, HVAC, electrical wiring, and safety features like alarm systems and emergency exits.

Once the condition of assets is assessed, plan regular preventative maintenance to identify and address potential issues early, preventing them from developing into more serious problems.

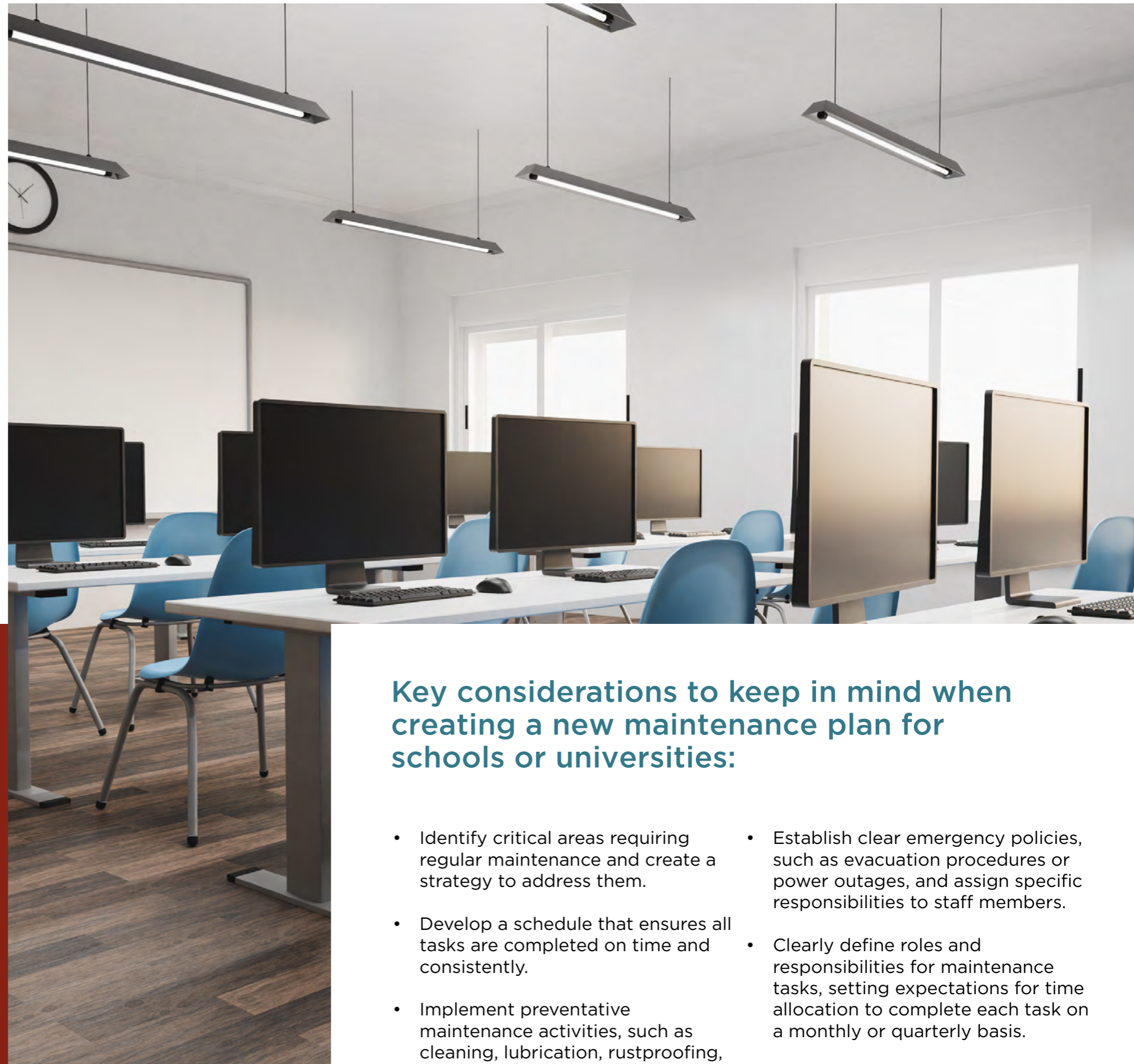
5 | What key factors should be considered when creating a new maintenance plan for educational buildings?

Developing a maintenance plan for educational facilities requires careful thought and consideration. Begin by assessing the current condition of buildings and grounds to identify any urgent repairs needed. From there, prioritise tasks based on their importance and urgency. The top priority should be addressing safety-critical issues and ensuring compliance with all relevant regulations.

Next, focus on maintaining critical assets, such as heating systems, to ensure efficiency and minimise the risk of breakdowns. After all, a heating failure could lead to a school or university closure!

Establishing a routine maintenance schedule for tasks like equipment cleaning and upkeep is also essential. Budget considerations play a significant role in planning, as costs can vary widely.

Finally, involving staff and stakeholders in the process helps ensure the plan meets the community's needs and priorities. By addressing these factors, Oltec Group ensures that your facilities are well-maintained and provide a safe, comfortable environment for all.



Key considerations to keep in mind when creating a new maintenance plan for schools or universities:

- Identify critical areas requiring regular maintenance and create a strategy to address them.
- Develop a schedule that ensures all tasks are completed on time and consistently.
- Implement preventative maintenance activities, such as cleaning, lubrication, rustproofing, and other required practices.
- Establish clear emergency policies, such as evacuation procedures or power outages, and assign specific responsibilities to staff members.
- Clearly define roles and responsibilities for maintenance tasks, setting expectations for time allocation to complete each task on a monthly or quarterly basis.

About Oltec Group & how can it help you with efficient maintenance?

At Oltec Group, we are specialists in Facilities Management Services, providing seamless operational solutions for your organisation. We recognise that effective facilities management is essential for the smooth running of any business. Our dedicated team delivers tailored solutions to meet the unique needs of clients across various sectors, including commercial, healthcare, education, industrial, and residential.

Our services include:

- Building Maintenance
- Reactive Maintenance
- Security Guards
- Pest Control
- Office Cleaning
- Grounds Maintenance
- Receptionist and Concierge Services

Legal compliance is central to our operations. Oltec Group is constantly updated by a team of experts to ensure alignment with the latest regulations. A committee of industry professionals reviews these updates to ensure adherence to best practices. This approach saves users time and resources, while providing peace of mind that their organisations remain fully compliant.

Oltec Group offers flexibility alongside standardisation. Clients can customise maintenance schedules to suit the needs of their specific buildings, allowing for quick identification of problem areas and reducing on-site time for technical teams. This approach simplifies operations and reduces costs.

For more information or to make an enquiry, visit:
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Contact one of our Facility Management experts today



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