

# School Accommodation

*Information and resources*

## Planning a school project?

Whether schools are planning a large or small building project, an emergency works repair or a summer works project there is a wealth of information available on the Department of Education and Skills website ranging from how to apply for projects, employ consultants, the tendering process and what technical reports are necessary. In recent years the information available has been added to and updated and can be somewhat confusing for school authorities commencing on projects.

### What does it all mean?

INTO Head Office has been liaising with the DES regarding the streamlining and clarification of information. Officials in the Planning and Building Section (PBU), Tullamore, have now created flowcharts and checklists which will be extremely helpful to school authorities. The flowcharts will, hopefully, demystify the application process as well as outlining the requirements regarding

appointment of consultants and contractors. The checklists relate to the appointment of consultants, contractors and the completion process.

The flowcharts and checklists are published on the following pages in a handy pullout for schools to keep.

Interactive versions of these flowcharts are available in the Building section of the DES website (see first link below).



### Useful links

#### Guidance documents for application process and delivery of devolved projects:

[www.education.ie/en/Schools-Colleges/Services/Building-Works/Guidance-Documents-for-Application-and-Delivery-of-Devolved-Projects/](http://www.education.ie/en/Schools-Colleges/Services/Building-Works/Guidance-Documents-for-Application-and-Delivery-of-Devolved-Projects/)

**School design:** [www.education.ie/en/School-Design](http://www.education.ie/en/School-Design)

#### Technical guidance documents:

[www.education.ie/en/School-Design/Technical-Guidance-Documents](http://www.education.ie/en/School-Design/Technical-Guidance-Documents)

**Tender documentation:** [www.education.ie/en/School-Design/Tender-Documentation](http://www.education.ie/en/School-Design/Tender-Documentation)

#### Applying for emergency works grant:

[www.education.ie/en/Schools-Colleges/Services/Building-Works/Emergency-Works](http://www.education.ie/en/Schools-Colleges/Services/Building-Works/Emergency-Works)

#### Applying for additional accommodation:

[www.education.ie/en/Schools-Colleges/Services/Building-Works/Additional-Accommodation/](http://www.education.ie/en/Schools-Colleges/Services/Building-Works/Additional-Accommodation/)

#### Applying for major capital works:

[www.education.ie/en/Schools-Colleges/Services/Building-Works/Capital-Works/](http://www.education.ie/en/Schools-Colleges/Services/Building-Works/Capital-Works/)

#### Asbestos or Mould management:

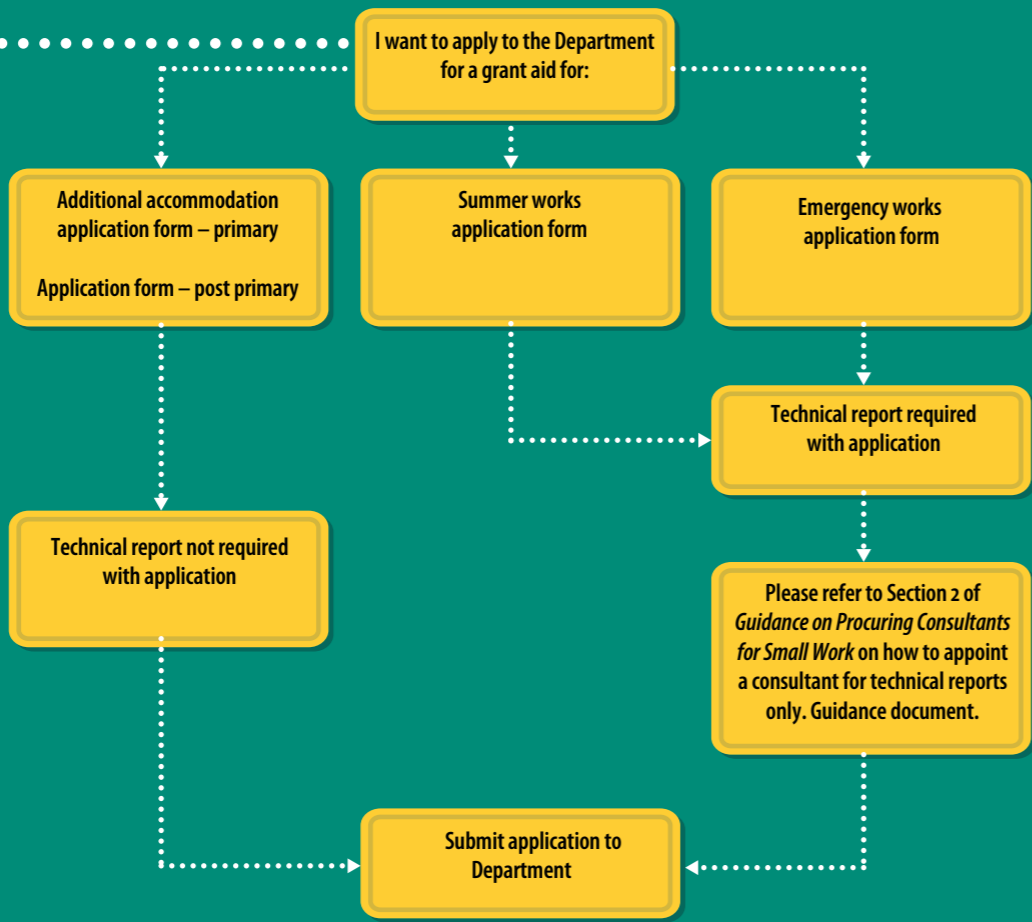
[www.education.ie/en/Schools-Colleges/Services/Building-Works/Remediation-Programmes](http://www.education.ie/en/Schools-Colleges/Services/Building-Works/Remediation-Programmes)

**Improving Energy Use:** [www.education.ie/en/School-Design/Energy-in-Education](http://www.education.ie/en/School-Design/Energy-in-Education)

**List of Major Projects:** [www.education.ie/en/Schools-Colleges/Services/Building-Works/Major-Projects](http://www.education.ie/en/Schools-Colleges/Services/Building-Works/Major-Projects)

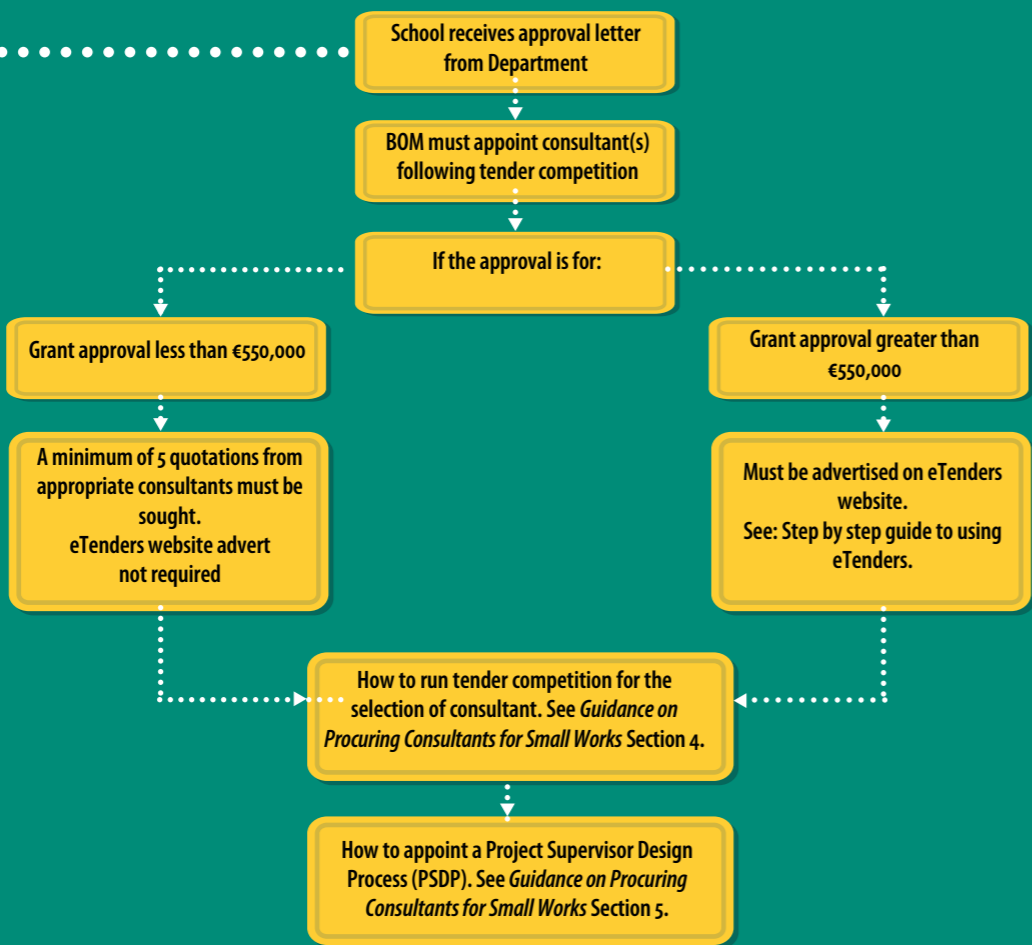
**Devolved Projects Step 1**

Application process and requirement of consultant for technical report only



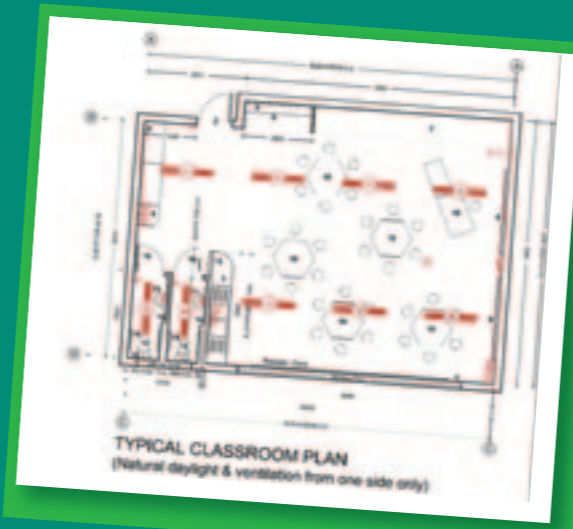
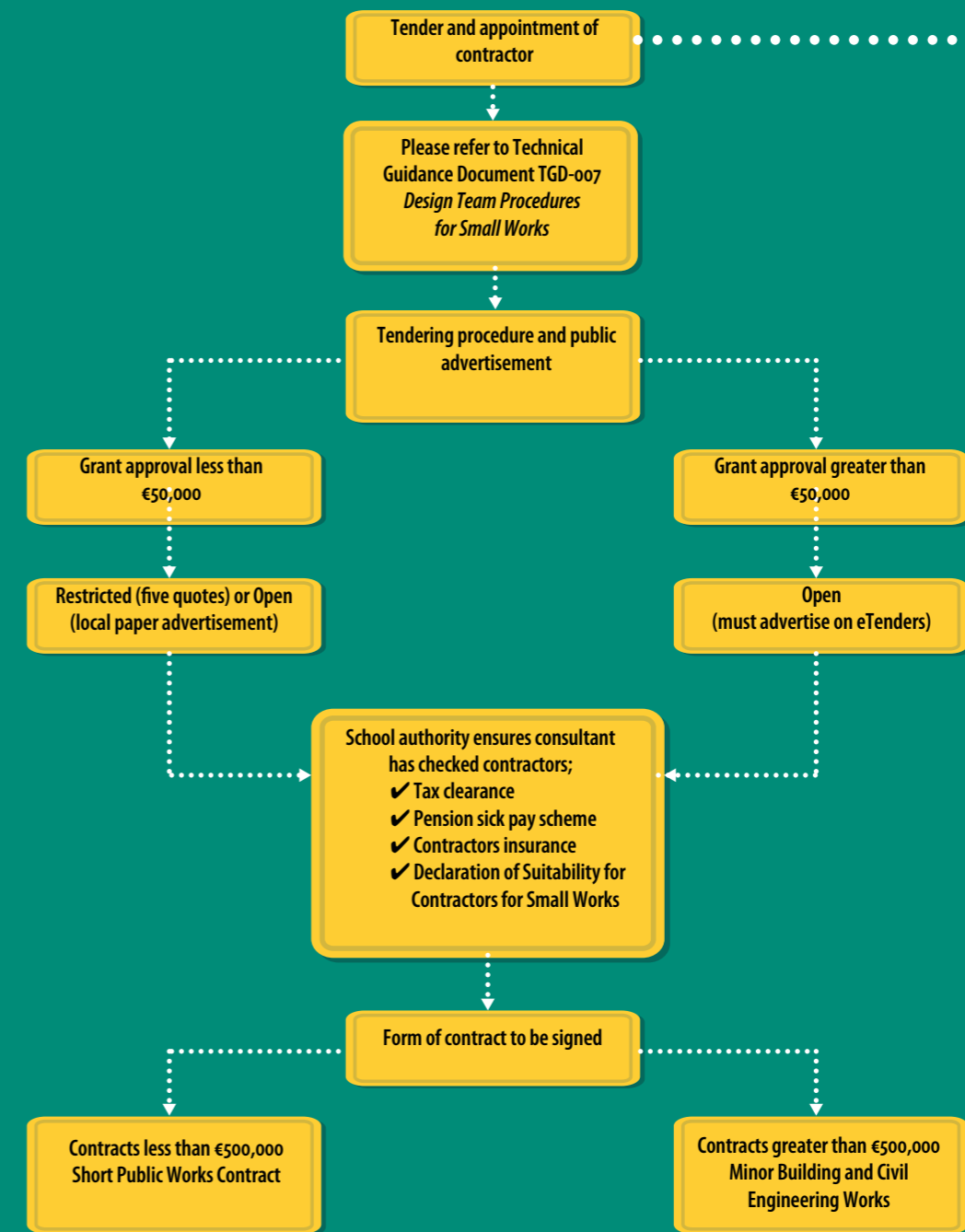
**Devolved Projects Step 2**

Appointment of consultant for approved works



**Devolved Projects Step 3**

Appointment of contractor for the approved works (responsibility of consultant and school authority)



Images from DES Technical Guidance Document TGD-022. Flowcharts courtesy of DES.

## Checklist for school authority for devolved projects

### Appointment of Consultant

- The school authority downloaded the *Guidance on Procurement of Consultant's for Small Works, 2nd Edition*, March 2014.
- Tender process for consultant–
  - total fees greater than €50k etenders requirement.
  - total fees less than €50k no advertising required.
- The school authority sought five tender submissions.
- Fees sought on a fixed price basis including buying in services if required.
- Is the consultant qualified in the appropriate discipline?
- Has the school authority checked the preferred consultants:
  - Three examples of work by the firm of a similar nature and complexity within the last seven years.
  - Details of qualifications.
  - Tax clearance.
  - Professional insurance.
  - Public liability insurance.
  - Employee liability insurance.
  - Signed Health and Safety Declaration.
- PSDP appointed and documents checked.
- Has checked the school safety file with particular reference to asbestos.
- Where the Building Control (Amendment) Regulations 2014 apply, appointed an assigned certifier.

### Contractor

The school authority should ensure that the appointed consultant has carried out the following:

- Has used the correct tendering procedure for the contractor.
- Has checked tax clearance or a certificate demonstrating a satisfactory level of subcontractor tax compliance.
- Contractors insurances, pension/sick pay scheme.
- Has received a signed Declaration of Suitability for Contractors for Small Works.
- Has checked the health and safety competence of contractor as declared in signed declaration
- Project Supervisor Construction Stage (PSCS) appointed.
- Registered with ROS (Revenue Online System).

*Checklists courtesy of Planning and Building Unit, Department of Education and Science*

## Checklist for school authorities on completion of project

### Documents to be received from consultant

- Drawings.
- Specifications.
- Pricing documents/bill of quantities/schedule of rates.
- Tender report.
- Form of tender.
- Preliminary health and safety plan.
- Signed form of contract.
- Copy of planning application and permissions.
- Fire safety certification application and certification.
- Disabled access application and certificate.
- Where the Building Control (Amendment) Regulations 2014 apply a Certificate of Compliance on Completion signed by the builder (at Part A) and by the assigned certifier (at Part B).

### Cost

- Approved grant:
- Accepted tender:
- Agreed final account:
- Fees:

Additional funding (if applicable)

### Safety

- Obligations under Health and Safety Regulations adhered to.
- Health and safety plan updated and issued to school.
- Asbestos (if an issue) removed.

### Time scale

- Date of approval
- Date of design team appointment
- Date of tender
- Date of commencement
- Date of substantial completion (handover)
- Date of final completion

(i.e. final release of retention after expiry of the Defects Liability Period)