

User Guide

Contract for Inspection and Maintenance of Pottery and Heat Treatment Equipment

17 September 2018 – 16 September 2019

User Guide

Introduction

This User Guide outlines the Contract in respect of the following:

Inspection and Maintenance of Pottery and Heat Treatment Equipment

Awarded Contractor (full details on page 3)

Celtic Kilncare Ltd

Contract Point of Contact

We have endeavoured to outline basic information within the User Guide however if further details are required or you have a query on any aspect of this agreement then please do contact the lead below.

Contact:

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Dorset County Council



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Awarded Contractor's Details

Celtic Kilncare Ltd

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Website: www.celtickilncare.co.uk



Details of Contract

1. Scope

- 1.1. The inspection and maintenance of pottery and heat treatment equipment during the period **17 September 2018 to 16 September 2019**.
- 1.2. A list of all known sites currently requiring pottery and heat treatment equipment services respectively has been provided to the Contractor. However, it should be noted that there is no guarantee of business offered and the site lists are provided for guidance only. Additional sites may be added to the site list with the agreement of both the Contractor and Dorset County Council.
- 1.3. All services to be provided in compliance with the Inspection and Maintenance of Pottery and Heat Treatment Equipment Service Specification (see below).
- 1.4. Prices quoted by the Contractor on the price schedule template will be valid for 12 months from 17 September 2018
- 1.5. Orders to be accepted by the Contractor in accordance with the Council's standard Terms and Conditions of Purchasing, to which an official purchase order would refer.

Heat Treatment Equipment – Subcontracting

Please be aware that servicing for the following items have been subcontracted to BOC – Oxy-Acetylene Welding Equipment, Cylinders, Arc Welding Equipment.

An engineer from Celtic Kilncare will be accompanying the BOC engineer at every site visit. As the contract is between the site and Celtic Kilncare, any communication must be with Celtic Kilncare and not with the subcontractor.

See below the terms and conditions for sub-contracting that have been supplied to Celtic Kilncare –

Terms and Conditions for Sub-Contracting

- 1.1 The Supplier shall not assign, novate, sub-contract or in any way dispose of the benefit or burden of the Contract without the prior written consent of the Council.
- 1.2 If the Supplier sub-contracts its obligations, it shall nevertheless be liable for the performance of its sub-contractor. Sub-contracting any part of the Contract shall not relieve the Supplier of any obligation or duty owed to the Council under this Contract.

1.3 Where the Supplier enters into a sub-contract for the purpose of performing its obligations under the Contract, it shall ensure that a provision is included in such sub-contract which requires payment to be made of all sums due by the Supplier to the sub-contractor within a specified period not exceeding 30 days from the receipt of a valid invoice.

1.4 The Council may assign, novate or otherwise dispose of its rights and obligations under the Contract without the consent of the Supplier.

Further details of this arrangement can be sought by contacting Celtic Kilncare.

Specification for Inspection and Maintenance of Pottery and Heat Treatment Equipment

1. INSPECTION AND SERVICE

- 1.1. The inspection and service of pottery and heat treatment equipment is required to ensure that such equipment are maintained appropriately and conforms to all current Health and Safety requirements thus minimising the risk of injury to those that use the equipment.
- 1.2. Having identified any deficiencies in the equipment, the Contractor shall take appropriate action to remedy the faults in accordance with the general instructions and guidelines given in the Service Specification below.
- 1.3. The Contractor shall submit a report to the Sites concerned detailing the condition of the equipment and any faults together with any action taken to remedy them. The Contractor shall submit a quotation to the Site concerned for any necessary remedial work to correct such faults.
- 1.4. The Contractor shall charge for such visits as per the agreed pricing terms for Service Visits.
- 1.5. The Contractor shall maintain, with the Council, a Site list of Sites accessing the Contract. Such list will be available to the Council at any time on request.

2. FREQUENCY OF SERVICE VISITS

- 2.1. The Contractor shall inspect and report on the condition of the equipment and carry out routine repairs at the time of inspection visits during the duration of the Contract.
- 2.2. These visits will take place every 12 months for each piece of equipment.
 - 2.2.1. The Council reserves the right to alter this frequency, if required, due to individual Site need.
- 2.3. Where a Site has more than one piece of pottery or heat treatment equipment, the Contractor shall ensure that all equipment requiring inspection and service by the Site concerned are carried out within the one visit.
- 2.4. The Contractor shall consolidate service visits, where possible to do.

3. NOTICE OF SERVICE VISITS

- 3.1. The Contractor shall arrange his visits to coincide with the school term and hours unless otherwise agreed with the individual Site. The exception to this will be non-educational Sites or educational Sites where they are open during school holiday period. Many Schools are able to accommodate service visits during schools holidays and may well have a preference for this however this is subject to agreement with individual Sites.
- 3.2. The Contractor shall inform all Sites of the proposed dates for service visits by giving at least three weeks' notice to the Headteacher or Head of Site. The Contractor shall obtain agreement to the visit date by the Site concerned. The notification / agreed appointment may be carried out either by post, e-mail or telephone. Whatever method there must be reached a mutual agreement where both parties are aware of the date and time of the visit. It is utmost priority that agreement is reached as it will enable areas to be cleared, equipment made available, where at all possible, at the Site which will assist in the smoothness of the service visit.
- 3.3. In the event of a proposed service visit date not being suitable for a particular Site, e.g. where public examinations will be in progress, the Council reserves the right for the Council and Site to request that alternative dates and times are offered.
- 3.4. The Contractor shall notify Sites if he is unable to meet requested dates for visits.
- 3.5. The Council reserves the right for Sites to refuse the Contractor access should no notification been made by the Contractor to the Site on the agreed date of the visit.

4. SERVICE VISITS

- 4.1. The Contractor shall include in service visits both the test and inspection of pottery and heat treatment equipment.
- 4.2. The Contractor shall make any necessary adjustments to the equipment and carry out minor repairs, subject to the approval of the Headteacher, Head of Site or Head of Department, as appropriate, that can be undertaken during the inspection visits to bring the item concerned to a satisfactory working condition.
- 4.3. Details of any extensive repairs that are required or those requiring replacement parts not normally carried by the Contractor shall be included in the service report with a detailed estimate for such further repair work.
- 4.4. All equipment, required for purposes of inspecting and maintenance shall be provided by the Contractor. This includes the correct calibration of equipment, where applicable.

5. GENERAL SERVICE SPECIFICATION

- 5.1. The Supplier when carrying out the Service shall have particular regard to the following:

- 5.1.1. The Contractor shall comply with EN15713:2009 standard in all aspects.
- 5.1.2. British Standard 5410-3:1976
- 5.1.3. Regulation 9 of the Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- 5.1.4. Building Bulletin 81;
- 5.1.5. L225: Local Exhaust Ventilation in Design & Technology published by CLEAPSS School Science Service.
- 5.1.6. Institute of Materials: Health and Safety in Ceramics: A Guide for Educational Workshops and Studios
- 5.1.7. All kilns are inspected and tested to BS EN 746-1 to British, European, and Worldwide Standards.
- 5.1.8. and any other relevant statutory regulations, or British Standard specifications or Codes of Practice in operation.
- 5.2. The inspection of equipment shall include the following and shall be carried out to each item of the equipment on every inspection visit. The Contractor shall include in the Service Report a statement in relation to, but not limited to, the following and any deficiencies shall be detailed in the Service Report.
- 5.2.1. Report whether on the equipment is sited correctly and safely in relation to doors, windows, escape, routes, etc.
- 5.2.2. Through inspection of the Pottery and Heat Treatment equipment to ensure that it operates satisfactorily and is free from dirt and obstructions.
- 5.2.3. Inspection of the Pottery and Heat Treatment equipment, taking into account the general condition, age, and construction.
- 5.2.4. The Contractor shall provide to the Site at the end of the service visit, in addition to the Service Report, a test certificate and test label.

6. SERVICE OF POTTERY KILN

- 6.1. Isolate kiln
- 6.2. Test for isolation
- 6.3. Visually inspect supply cabling is securely fixed and for signs of damage
- 6.4. Inspect integrity of flex and plug top on portable kilns
- 6.5. Ensure plug complies with BS1363
- 6.6. Check lockable isolator outside kiln room / cage
- 6.7. Check correctly rated protection devices (fuses / circuit breaker) are fitted
- 6.8. Test earth continuity to kiln as per IEE 17th Edition part 6
- 6.9. Test supplementary bonding continuity to kiln structures as per IEE 17th Edition part 6
- 6.10. Test insulation continuity of cabling as per IEE 17th Edition part 6
- 6.11. Record results on appropriate test sheet
- 6.12. Check functionality of safety interlock and lubricate mechanism
- 6.13. Remove element tail connector covers
- 6.14. Inspect element tail connectors for evidence of overheating and / or arcing. Replace and tighten as necessary
- 6.15. Check connections to controller, energy regulator, electronic heat fuse and thermocouple are terminated correctly
- 6.16. Inspect elements for 'bunching' 'collapsing' and 'pitting' and realign any sprung elements where practical. Secure with Kanthal pins if necessary
- 6.17. Dampen element channels with hand mister and vacuum / brush out all loose debris (subject to condition of elements)
- 6.18. Inspect firing chamber brickwork and re-point minor cracks with refractory compound where necessary
- 6.19. Check condition of and re-bond any loose RCF door / lid seals with refractory adhesive (provided this can be done with minimum disturbance)
- 6.20. Inspect thermocouple and heat fuse for any evidence of damage or unsecure fit and record rating of heat fuse
- 6.21. Reconnect power to kiln
- 6.22. Check correct ramp profiles where programmable controllers are fitted
- 6.23. Test fire kiln to measure and record electrical energy consumption of kiln. In compliance with HASAW Act and Electricity at work regulations
- 6.24. Isolate kiln
- 6.25. Replace all access panels previously removed. Check that all panels are correctly fitted and that all fasteners are present
- 6.26. Reconnect power to kiln
- 6.27. Calibrate temperature indicators and controllers by way of four-point mV. Injections at 100°C, 600°C, 1000°C and 1300°C. Check for correct rise rate and changeover of programmed ramps and soak / cut off functions

- 6.28. Insert test programme to controller to fire kiln to 200°C
- 6.29. If electronic heat fuse fitted set to 100°C and ensure kiln cuts off correctly
- 6.30. Reset heat fuse to correct operating temperature
- 6.31. Check kiln temperature at 100°C it should be +/- 1% of standard
- 6.32. Check correct control function of energy regulator. Record load time at 50%
- 6.33. Check timer functions correctly (if fitted)
- 6.34. Check functionality of Kilnsitter (if provided) and adjust if required
- 6.35. Reset controller to original programme
- 6.36. Record test results on service report and Health & Safety audit report as appropriate
- 6.37. Advise site contact (Teacher / Site Manager) of results of tests and obtain signature to service sheets

7. SERVICE OF POTTERY WHEEL

- 7.1. Isolate power supply to Wheel
- 7.2. Check for isolation
- 7.3. Inspect integrity of electrical flex and plug top
- 7.4. Check plug complies with BS1363
- 7.5. Check if isolation switch is in accessible position
- 7.6. Check if location switch is non-self-resetting type
- 7.7. Check if wheel has local RCB protection
- 7.8. Test and record earth path continuity resistance as per IEE 17th Edition part 6
- 7.9. Test and record insulation resistance as per IEE 17th Edition part 6
- 7.10. Remove inspection panels
- 7.11. Lubricate all applicable bearings, slides and pivots
- 7.12. De-grade and adjust friction drives if required
- 7.13. Adjust “rest stops” and “engagement points” where applicable
- 7.14. Check that non-friction drive wheels have overload protection and that all wheels have no volt protection
- 7.15. Inspect the wheel head, splash tray and wheel body for corrosion and sharp edges
- 7.16. Replace inspection panels and check flywheels, drive chains and cogs are fully shielded in accordance with POWER 98 Regulations
- 7.17. Re-connect power
- 7.18. Carry out running test for bearing noise and check functionality of stop / start buttons
- 7.19. Record test results on service report and Health & Safety audit report as appropriate
- 7.20. Advise Teacher / Site Manager of results of test and obtain signature to service sheets

8. SERVICE OF POTTERY PUGMILL

- 8.1. Isolate power supply to pug mill
- 8.2. Check for isolation
- 8.3. Inspect integrity of electrical flex and plug top
- 8.4. Check plug complies with BS1363
- 8.5. Check if isolation switch is in accessible position
- 8.6. Check if location switch is non-self-resetting type
- 8.7. Check if wheel has local RCB protection
- 8.8. Test and record earth path continuity resistance as per IEE 17th Edition part 6
- 8.9. Test and record insulation resistance as per IEE 17th Edition part 6
- 8.10. Check that pug mill has overload and no volt protection
- 8.11. Check drive coupling
- 8.12. Lubricate headstock bearing(s) where applicable
- 8.13. Inspect gearbox oil level and top up if necessary
- 8.14. Check for acceptable end float of impeller and that helix blades are in working condition (if barrel has been left unclean by school record “Internal Inspection Unavailable”)
- 8.15. Check that the hopper feed finger guard is sound and correctly fitted and that all drives and coupling are correctly shielded
- 8.16. Check that the pug mill is correctly fitted to the floor (vertically) or correctly fitted to its stand, which in turn is correctly fitted to the floor (horizontal)
- 8.17. Inspect for any cracks in the body casing, loose fittings or overstraining of the feed handle
- 8.18. Check that the pug mill and its operating handle(s) are clear of the walkways
- 8.19. Re-connect to power supply
- 8.20. Carry out functional running test of pug mill
- 8.21. Check that the protection proximity switch (where applicable) are of a failsafe design and are functioning correctly
- 8.22. Record test results on service report and Health & Safety audit report as appropriate
- 8.23. Advise Teacher / Site Manager of results of test and obtain signature to service sheets

9. SERVICE OF POTTERY GLAZE MIXER

- 9.1. Isolate power supply to Pottery Mixer
- 9.2. Check for isolation
- 9.3. Inspect integrity of electrical flex and plug top
- 9.4. Check plug complies with BS1363
- 9.5. Check if Mixer has local RCB protection
- 9.6. Test and record earth path continuity resistance as per IEE 17th Edition part 6
- 9.7. Test and record insulation resistance as per IEE 17th Edition part 6
- 9.8. Check guards in place and no access to moving parts
- 9.9. Check rotating parts are adequately covered by container or bucket
- 9.10. Re-connect to power
- 9.11. Carry out functional test of mixer and operation of stop / start buttons as appropriate
- 9.12. Record test results on Service Report and Health & Safety Audit Report as appropriate
- 9.13. Advise Teacher / Site Manager of results of test and obtain signature to service sheets

10. SERVICE OF SPRAY BOOTHS

- 10.1. Isolate power supply to Spray Booths
- 10.2. Check for isolation
- 10.3. Inspect integrity of electrical flex and plug top
- 10.4. Check plug complies with BS1363
- 10.5. Check if isolation switch is in accessible position
- 10.6. Test and record earth path continuity resistance as per IEE 17th Edition part 6
- 10.7. Test and record insulation resistance as per IEE 17th Edition part 6
- 10.8. Check if booth connected to outside
- 10.9. Check condition of filter
- 10.10. Check integrity of spray booth
- 10.11. Check that spray equipment and booth can be regularly washed
- 10.12. Re-connect power
- 10.13. Carry out functional test of spray booth checking functionality of stop / start buttons
- 10.14. Record and measure airflow
- 10.15. Record test results on Service Report and Health & Safety Audit Report as appropriate
- 10.16. Advise Teacher / Site Manager of results of test and obtain signature to service sheets

11. SERVICING OF HEAT TREATMENT EQUIPMENT

- 11.1. The equipment is to be serviced to conform to the manufacturer's service instructions.
- 11.2. The inspection of equipment should be carried out to each item of equipment where applicable on every inspection visit.
- 11.3. As well as a thorough inspection of the general condition and fabrication of all equipment and attachments / accessories, the Contractor must carry out the following:-

12. OXY-ACETYLENE WELDING EQUIPMENT (Fixed and Portable)

- 12.1. All lines must be fitted with Flashback Arrestors.
- 12.2. Report if Welding Bay is not fitted with adequate extraction for fumes, and if not provided with suitable welding curtains to protect other adjacent areas of workshop.

13. CYLINDERS

- 13.1. All cylinders must be fitted to wall where fixed installation or to a suitable trolley if mobile installation.
- 13.2. Inspect bottle / cylinder and line regulators – change if necessary.
- 13.3. Inspect hoses and hose check valves – change if necessary.
- 13.4. Check line flash-back arrestors, if the arrestor fitted is not a spring loaded non-return type, the Contractor must fit a BOC Saffire hose check valve or equivalent at the blowpipe / hose connection.
- 13.5. If the BOC Saffire type hose check valve is fitted this should be tested to ensure correct operation. NB. Floating plate hose protectors are NOT acceptable.
- 13.6. Carry out a leak detection test on the pipe line. This should include a fifteen minute pressure drop test at working pressures.
- 13.7. Check the siting and storage of all gas cylinders to ensure they conform to all relevant Health and Safety Regulations. In the case of portable welding installations ensure the gas cylinders are adequately and securely fitted to the mobile trolley. Report on any deficiencies as necessary.

14. ARC WELDING EQUIPMENT including: Manual Metal Arc (MMA); Metal Inert Gas (MIG); Tungsten Inert Gas (TIG) and Spot welding

- 14.1. All Arc Welding Equipment must be installed in suitable specific sites which should be adequately screened off from adjacent areas of workshops.
- 14.2. Only equipment with output voltages of less than 50V a.c. or 120V d.c should be used.

14.3. Check cables, oil levels, welding unit and screening. Check cylinders as indicated above. Report on any deficiencies as necessary.

15. FORGES

15.1. Gas and air lines must be fitted with non-return valves.

15.2. Report on condition of hoses and torches and replace where necessary during inspection visit-subject to agreement of Headteacher, Head of Establishment, or Head of Department, as appropriate.

15.3. Inspection to include checking of valves, hosing, joints, torches, the condition of fire bricks and heat protection shields, etc.,.

15.4. Check function of blowers and extractors, lubricate as necessary, clean filters, service as recommended by manufacturer.

16. GAS AND AIR GUNS

16.1. Inspection to include check of valves, hosing, joints and torches.

17. FURNACES: CASTING / CRUCIBLE FURNACES; ENAMELLINGKILNS

17.1. Inspection to include checking of valves, hosing, joints, torches, the condition of fire bricks and heat protection shields, etc.

17.2. Check on condition of crucibles and lifting / tilting apparatus and equipment.

17.3. Service as recommended by manufacturer.

17.4. Crucible Furnace – no volt switches must be fitted on blow furnaces. Report on presence and operation. Report on deficiencies as necessary.

18. MINOR REPAIRS

18.1. When carrying out inspections the Contractor shall make any necessary minor repairs on approval by the Headteacher, Head of Site or Head of Department, as appropriate. The signature of the person giving the authorisation shall be included on the Service Report.

18.2. When fitting replacement parts at the time of the service the charge for the parts only shall be expected, i.e. the fitting charge shall be included in the service cost of the service visit, no additional fit or labour charge is acceptable.

19. SERVICE REPORTS

19.1. Following the service visit, the Contractor shall be required to complete reports on all items serviced. Reports shall detail the type of equipment serviced, its condition at the time of the visit, and any deficiencies.

19.2. Details of any minor repairs and adjustments made during the inspection visit shall be noted.

19.3. Service reports shall be signed by the Headteacher, Head of Site or Head of Department, as appropriate, on completion of the visit.

19.4. Should the Headteacher, Head of Site or Head of Department, as appropriate, not be available the Contractor shall leave three copies of the Service Report, together with a written request that they be signed as soon as possible, but in case within three days and two copies returned to the Contractor.

19.5. The Contractor shall leave one copy of the signed report with the Headteacher, Head of Site or Head of Department, as appropriate. Another copy of the signed report shall be forwarded to the Site with the invoice as soon as possible following the service visit but in any case within 14 days. A third copy of the signed report to be retained by the Contractor.

19.6. The Service Report shall include details of any equipment, which in the Contractor's opinion is nearing the end of its expected life and needs either replacing or a major overhaul.

19.7. Test Certificate: The Contractor shall issue test certificates with the service report on the completion of the service visit.

19.8. Test Label: The Contractor shall issue label on completion of the service visit.

20. REPAIR ESTIMATES

20.1. The Contractor shall forward a fully detailed and costed repair estimates or quotation to the Headteacher, Head of Site, or Head of Department, as appropriate, for repairs not carried out during the service visit or for repairs required between scheduled service visits.

20.2. The Contractor shall not carry out such repairs until an official order has been received from the Site concerned.

21. MAJOR REPAIRS

21.1. In cases where it is necessary for any equipment to be removed from the Site to the workshop for estimating and / or repairing, a signed receipt shall be left with the Site with details of the item(s) removed.

21.2. Before any major repairs are carried out the Contractor shall first submit to the Headteacher, Head of Site, or Head of Department, as appropriate, a full detailed estimate for the work required.

21.2.1. The estimate to be provided within 2 weeks of the removal of the equipment;

21.2.2. The estimate to include full costs including returning the equipment to Site and reinstall;

- 21.2.3. To include a completion period of major repairs and return to Site / install
- 21.2.4. No work shall be carried out until an official order has been issued by the Site.
- 21.3. The Contractor shall include within any estimate or quotation submitted to the Site for major repairs all costs, e.g. visit to Site to collect, workshop, return to Site, etc. No additional costs outside of the original quotation will be acceptable, unless otherwise agreed by the Site concerned and agreed by formal order.

22. UNECONOMICAL REPAIRS

22.1. If, in the opinion of the Contractor, any machine or equipment is considered beyond repair or where the necessary repairs to bring the item up to a satisfactory standard would be uneconomical, then the Headteacher, Head of Site or Head of Department, as appropriate, shall be informed by the Contractor and details shall be included as part of the Service Report.

23. REPAIR VISITS SUBSEQUENT TO INSPECTION VISITS

23.1. The Contractor will normally be instructed by the Headteacher, Head of Site, or Head of Department, as appropriate, within 10 days of the service report and repair estimates on which work is to be undertaken, if any, and will be issued with an official order. The Contractor shall not carry out any work until an official order has been received.

23.2. The Contractor shall be required to complete the repairs within 2 weeks of receiving instructions, subject to satisfactory arrangements being made with the Site concerned. If the repair cannot be carried out within 2 weeks, e.g., waiting for parts, the Contractor shall inform the Site concerned in writing.

23.3. The Contractor shall include within any estimate or quotation submitted to the Site for repairs all costs, e.g. visit to Site etc. No additional costs outside of the original quotation will be acceptable, unless otherwise agreed by the Site concerned and agreed by formal order.

24. ADDITIONAL VISITS TO CARRY OUT REPAIRS

24.1. The Council reserves the right to request that the Contractor visits individual Sites between scheduled service visits to carry out repairs as and when they arise, and where the equipment cannot be left out of use until the next scheduled visit.

24.2. The Council shall expect the Contractor to respond within 7/14 days for normal repairs and within 48 hours for emergency repairs.

24.3. The Contractor shall charge for such visits as per the agreed pricing terms.

24.4. The Contractor shall not carry out any repairs until an official order has been received from the Site concerned.

25. REMOVAL AND DISPOSAL OF EQUIPMENT

25.1. The Contractor may be called upon to remove and dispose of pottery or heat treatment equipment during the period of the agreement, e.g. condemned as reported within a service report, replacement new for old, surplus equipment, etc.

25.2. The Contractor shall ensure, if offering up this service, a valid licence of registration as a waste carrier under the Environmental Protection (Duty of Care) Act 1990 is maintained throughout the life of the Contract.

25.2.1. The Contractor shall supply a copy of the said licence to the Council, when anytime requested to do so.

25.3. The Contractor, if offering a disposal service, shall any Acts, Regulations and Guidelines, and any subsequent amendments or other legislation relating therefore in connection with waste disposal, e.g.

25.3.1. The Controlled Waste Regulations 1992

25.3.2. The Environment Protection Act 1990

25.3.3. The Hazardous Waste (England and Wales) regulations 2005

25.3.4. The Waste Electrical and Electronic Equipment (WEEE) regulations 2006

25.4. The Contractor shall, upon removal of condemned equipment and it is defined as hazardous waste, record this and its potential hazardous properties within a Consignment Note. This note to be left with the Site in question on removal of the waste.

25.5. The Contractor may issue a separate Duty of Care Form / Waste Transfer Note in addition to the Consignment Note if their own processes have these as two separate documents.

26. SUPPLY AND INSTALLATION OF POTTERY AND HEAT TREATMENT EQUIPMENT

26.1. The Contractor may be called upon during the period of the Contract to provide a quotation / estimate for the supply and installation of pottery and heat treatment equipment.

26.2. This option maybe for Site in-builds or the replacement of condemned pottery and heat treatment equipment.

26.3. This is an option only for the Council and there is no guarantee that additional business for the supply of new equipment.

26.4. For the supply and installation of equipment for Site in-builds, the Contractor shall be required to hold a valid CSCS (Construction Skills Certification Scheme) card.

26.5. A site survey must be undertaken before a new installation with the Architect or Mechanical Engineer/Property Surveyor.

27. OTHER SERVICES

27.1. The Contractor may be called upon during the period of the Contract to provide other services connected with reorganisation of the Design and Technology department and opening or closure of schools, etc.

27.2. The Contractor may be requested to arrange for the movement of pottery and heat treatment equipment, e.g. from one location to another either within the same Site or between Sites, re-installation of equipment, reconnection of services, etc.

27.3. The Contractor may also be requested to install and commission new equipment supplied by others.

27.4. The Contractor maybe required to conduct training on request on how to use the equipment.

Contract Pricing

Pottery Service Visit

Description	Options	Cost to DCC Exc VAT
POTTERY KILNS	First item	£ 108.53
	Subsequent items	£ 108.53
POWER WHEELS	First item	£ 40.40
	Subsequent items	£ 40.40
KICK WHEELS	First item	£ 40.40
	Subsequent items	£ 40.40
PUGMILLS	First item	£ 40.40
	Subsequent items	£ 40.40
SPRAY UNITS	First item	£ 24.34
	Subsequent items	£ 24.34
MIXERS	First item	£ 26.62
	Subsequent items	£ 26.62

Cost of repair visits outside of normal service visits

Description	Cost to DCC Exc VAT
Call out charge to include all travelling costs and first 1/2 hour labour	£184.83
Labour rate per hour for repairing machines after first ½ hour	£59.84

Response Times for Repairs	Timescale
Normal response time	2-3 Weeks
Emergency response time	5 days at £423.89

Disposal of Pottery Equipment

Disposal Type	Equipment	Do you offer this service? (Y/N)
Disposal of Pottery Equipment as part of an annual service or call out	POTTERY KILNS	Y (if the Kiln has no asbestos or suspected asbestos)
	POWER WHEELS	Y
	KICK WHEELS	Y
	PUGMILLS	Y
	SPRAY UNITS	Y
	MIXERS	Y

Heat Treatment Service Visits

Description	Options	Cost to DCC Exc VAT
OXY-ACETYLENE WELDING EQUIPMENT	First item	£ 113.42
	Subsequent items	£ 113.42
CYLINDERS	First item	£ 217.68
	Subsequent items	£ 217.68
ARC WELDING EQUIPMENT (MMA; MIG; TIG and spot	First item	£ 127.03
	Subsequent items	£ 127.03
FORGES	First item	£ 61.15
	Subsequent items	£ 61.15
BRAZING HEARTHS	First item	£ 44.06
	Subsequent items	£ 44.06
FURNACES: CASTING / CRUCIBLE FURNACES	First item	£ 76.50
	Subsequent items	£ 76.50
ENAMELLING KILN	First item	£ 76.50
	Subsequent items	£ 76.50
CONVECTION OVENS	First item	£ 76.50
	Subsequent items	£ 76.50

Cost of Repair Visits outside of normal service visits

Description	Cost to DCC Exc VAT
Call out charge to include all travelling costs and first 1/2 hour labour	£184.83
Labour rate per hour for repairing machines after first ½ hour	£59.84

Response Times for Repairs	Timescale
Normal response time	2-3 Weeks
Emergency response time	5 days at £423.89

Heat Treatment Disposal

Disposal Type	Equipment	Do you offer this service? (Y/N)
Disposal of Heat Treatment Equipment as part of an annual service or call out	OXY-ACETYLENE WELDING EQUIPMENT	N
	CYLINDERS	N
	ARC WELDING EQUIPMENT	N
	FORGES	N
	BRAZING HEARTHS	N
	FURNACES: CASTING / CRUCIBLE	
	FURNACES	N
	ENAMELLING KILN	Y
CONVECTION OVENS	Y	