

PARTICULAR SPECIFICATION

APPENDIX AS

**FORMAT OF MAINTENANCE STRATEGY
AND ACCESS REPORT**

Maintenance Strategy Report Scope and Standard Format

Standard Format:

1. INTRODUCTION

- 1.1. A brief write up on the overall station design.
- 1.2. Explanation on the purpose and scope of the report.

2. FINISHES

2.1. Schedule of Finishes.

Level	Room Name	Room Number	Floor	Wall	Ceiling	Ceiling Clear Height	Soffit Height	Comments

2.2. Finishes Maintenance Schedule:

Item No.	Item	Location	Maintenance Requirements	Maintenance Frequency	Access	Comments

- 2.3. Highlight where provisions have been made to reduce difficulty and frequency in which maintenance is required – such as use of robust, hardwearing and dust resistant finishes or design for easy replacement.
- 2.4. Write-up, including drawings, concerning remove-ability of cladding and ceiling panels
- 2.5. Make particular reference to:
 - The cleaning and replacement of any glass panels, skylight and façade finishes.
 - Design for prevention of staining from water seepage
 - Measures for antifungal in external areas
 - Toilet finishes and design for easy cleaning
 - Door types by location.
 - Special Features/Artworks

3. SERVICES & COMPONENTS

- 3.1. Write-up on strategy for grouping and ease of running of services and positioning/ integration of components for easy access for inspection and replacement.

3.2. Component Schedule:

Item No.	Item	Location	Maintenance Requirements	Maintenance Frequency	Access	Comments

3.3. Highlight the use of features to prevent maintenance problems

3.4. Make particular reference to:

- Design for avoidance of choking of drainage system.
- Positioning and access to smoke and heat detectors
- Positioning of rooms for ease of service routing
- Considerations in lighting design for bulb replacement
- Signboard design for ease of sign replacement

3.5. Include reference to relevant drawings for particular architectural components relating to their maintenance.

4. STRUCTURAL

4.1. Write up on strategy for designing structure to match lifespan of the works (120 year for stations)

4.2. Structural Schedule

Item No.	Item	Location	Maintenance Requirements	Maintenance Frequency	Access	Comments

4.3. Make particular reference to:

- Any structural steel elements.

5. ACCESS

5.1. Identify and list the different zones within the works. For each zone provide a write-up explaining the access challenges and how they can be tackled in each case.

5.2. For each zone include 3D Sketches and sections to demonstrate access including:

- All critical dimensions
- Access at difficult areas such as above escalators and double volume voids
- Access for cleaning of all wall finishes
- Access hatches for access through wall cladding
- Access to roof

- 5.3. For each zone include the Reflected Ceiling Plan highlighting:
- Shading to explain the different equipment employed to access each area.
 - Where all ceiling and soffit M&E components are to be fixed,
 - The position of skylights
 - The extent of the double or more void areas below.
 - The position of any access hatches
 - The position of any staircase, escalators, lifts, ramps or other elements which will cause difficult in deploying access equipment directly below.

5.4. Access Schedule

Zone	Feature	Height	Access						Remarks
			Ladders	Scaffold Tower	Personnel Lifting Platform	Fall Arrest System	Cat-ladder	Others	

- 5.5. Make particular reference to:
- Access at double and triple void spaces to the ceiling and the soffit where required.
 - Access to external facade in relation to surrounding landscaping
 - Access within vent shaft areas

6. MAINTENANCE ACCESS EQUIPMENT

- 6.1. Details for each of the specialised fixed access provisions at the station such as cat-ladders, gondolas and fall arrest systems (supporting technical details to be attached in the appendix)
- 6.2. The technical requirements for each of the movable access equipment (technical details to be attached in the appendix):

6.3. Access Equipment Schedule

Equipment Name	Maximum working height required	Maximum weight required	Any outreach required	Number of workers required	Other working heights required	Place of storage

- 6.4. Identification of storage rooms for access equipment within the station. Bear in mind the Maintenance Store is required for storage of general maintenance equipment and materials by the Operator.
- 6.5. Plans identifying access routes from the storeroom to all areas of need including parking bay if transported by van. Access through lifts to be considered if required.

- 6.6. Any potential for sharing of equipment between stations across the line if frequency of use warrants. Include details on how the equipment can be moved between stations.

7. REFERENCES

To other related documents

8. APPENDICES

- 8.1. All relevant technical information concerning the proposed access equipment (fixed or mobile).
- 8.2. Technical information for the finishes for inclusion in APS
- 8.3. Any performance specification requirements for components including how and where they will be incorporated into respective Contracts.