

# 9.0 MANAGEMENT

## 9.1 BUILDING MANAGEMENT

THIS SECTION DEALS WITH THE MANAGEMENT OF INTERNAL ENVIRONMENTS AND THE PRIVATE REALM ASSOCIATED WITH BUILDINGS.

### PERFORMANCE OBJECTIVE

Management plans shall be developed and implemented to ensure that all internal and external environments remain safe and accessible during the lifetime of the facility. Management plans shall be updated as required to reflect modifications to the facilities or changes in use or occupation.

#### 9.1.1 MANDATORY PROVISIONS

Management of external and internal environments will satisfy the performance objectives if:

##### EXTERNAL AREAS

1. Information regarding parking provision is made available to prospective customers and visitors.
2. Designated parking bays and setting down areas are monitored and unauthorised users are penalised.

3. The usage of designated parking bays is monitored and additional spaces are made available if demand increases.
4. There is a regular monitoring and maintenance programme that ensures pedestrian routes remain clear of obstructions, free of sand, water and other loose materials.
5. The surfaces of pedestrian routes are monitored and maintained to ensure that there are no uneven or damaged areas that may present a trip hazard.
6. That modifications and / or maintenance work does not result in a reduction in accessibility.
7. There is a regular monitoring and maintenance programme to ensure that adequate lighting levels are maintained to all areas and in particular to external steps, ramps and access routes.
8. In shared space areas the traffic speed limits are enforced and delivery and parking restrictions applied to ensure that pedestrians can use the area safely.

##### INTERNAL AREAS - GENERAL

1. Access control systems are monitored and tested on a regular basis with respect to door operation and communication facilities.
2. Powered door opening and closing systems are monitored and tested on a regular basis to ensure designed operational speeds and activation timings are maintained.
3. Manual door closers are monitored and tested on a regular basis to ensure the

- opening force is within the required limits.
4. Door furniture is kept clean and free moving.
5. Hold open devices linked to the fire alarm system are monitored and tested on a regular basis.
6. Staff are always on call to respond to entry-phone or access control system queries and / or problems and to provide assistance if required.
7. Lobbies, reception areas, lift lobbies and circulation routes are maintained free of obstructions, including deliveries.
8. Adequate space is maintained in cafés and restaurants between moveable tables and chairs to ensure ease of access for all users.

##### LIFTS

1. Regular inspections, statutory testing and servicing is carried out.
2. Alternative arrangements are provided and communicated in the event of a lift failure or a lift being taken out of action for maintenance.
3. Emergency call and communication systems are monitored and tested on a regular basis to ensure that they are fully operational at all times.
4. Regular checks are carried out to ensure that there is alignment between lift car floors at every landing level.