



Commercial property  
refurbishment and  
maintenance

# Regulatory Compliance



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# Regulatory Compliance

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Essentially, regulatory compliance is a business's adherence to laws and regulations. These regulations ensure that all items within a company's facility are up to British Standards, meaning that they are deemed safe for you, your staff and your customers.

Making sure that your facility reaches these standards requires regular compliance maintenance to locate any problems that could breach legislation, and then fixing them quickly.

Effective regulatory compliance can range from Fire Risk Assessments to gas safety inspections and certification, and even adhering to established procedures for identifying and removing asbestos.

Failure to comply with health and safety legislation not only endangers your employees and clients, but can result in large fines, and in some cases, court proceedings.

Depending on your lease terms, some responsibilities will sit with the landlord, others will sit with the tenant, and some will effectively be the responsibility of both parties.

When in doubt – check your lease, ensure you have a paper trail and always err on the side of caution.

## Electrical

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The Electricity at Work Regulations 1989 requires that all systems are maintained in a manner that will prevent danger. Whilst it does not specifically require installations to be certified, Electrical Installation Condition Reports in line with IEE Regulations and BS7671: 17th Edition Amended 2011 are the only effective method of proving compliance. It is also a requirement to inspect and test any apparatus that may be connected to an electrical supply, Portable Appliance Testing under IEE Code of Practice ensures compliance.

- 5 year Electrical Testing (EICR)
- Emergency Light Testing
- Portable Appliance Testing (PAT)

## Fire

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The Regulatory Reform (Fire Safety) Order 2005. The Fire Act 2005 replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. It places the responsibility of fire safety firmly onto the business employer, manager or owner. It states that you must ensure all equipment used for fire safety must comply with the relevant British Standard.

- Fire Alarm Systems
- Emergency Lighting Systems
- Sprinkler Systems
- Fire Extinguisher Servicing
- Fire Suppression
- Fire Risk Assessments
- Fire Door Servicing and Maintenance
- Fire Safety and Escape Signage

## Gas Safety

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The Gas Safety (Installation and Use) (Amendment) Regulations 2018 impose duties on the users of Gas systems to ensure that they are safe and suitable for use. These duties include responsibility for the annual servicing, inspection and certification of all in service gas boilers and any other type of gas burning equipment. These must be carried out by an engineer registered with the Gas Safe Register.

- Gas Safety Inspection and Certification
- Gas Appliance Servicing and Maintenance
- Energy Surveys and Efficiency Assessments
- Installation, Maintenance and Servicing of Commercial Gas Appliances

## Water

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Under the Control of Substances Hazardous to Health (COSHH) Regulations, there is a statutory duty to control the risk of legionella bacteria in water systems. The process of identifying potential risk, managing and controlling those risks is achieved in line with the Approved Code of Practice (L8 ACoP 2001) Management of Legionella bacteria in water systems.

- Legionella Risk Assessments and Audits
- UKAS Approved Microbiological Sampling
- Control, Management and Monitoring Systems
- Water Treatment and Bacterial Control
- System Modification, Cleans and Chlorination
- Tank Refurbishment / Replacement
- Training Services

## Asbestos

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The Control of Asbestos Regulations 2012 is the governing legislation that requires the identification, management and control of asbestos within the workplace. The intention is to locate, as far as is reasonably practicable, the presence and extent of any suspect asbestos-containing materials in a property and assess its condition. The Control of Asbestos Regulations impose duties on employers, employees and those in control of premises to manage risks posed by asbestos. The Surveying is carried out in line with the HSE Document HSG264 “Asbestos: The Survey Guide” which replaced the MDHS100 guidance in January 2010. Any identified ACM’s are then required to be removed or managed in line with HSE guidance in HSG 227 A Comprehensive Guide to Managing Asbestos in Premises.

- Management Surveys
- Management Survey Annual Re-Inspections
- Refurbishment and Demolition Surveys
- Removal Services
- Encapsulation Services
- Training Services

## Air Conditioning

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The Energy Performance of Buildings Regulations 2007 introduced a legal obligation on operators of Air Conditioning systems to undertake a regular energy inspection on the design, installation and operation of such systems. These inspections must be completed every 5 years by an approved inspector. The F Gas Regulations 2006 require systems with more than 3kg of refrigerant gas to be inspected and certified every 12 months, more frequently for larger systems. General planned maintenance and servicing of systems though recognised as “best practice” is not a statutory requirement.

- Planned Maintenance and Servicing Programs
- TM44 Assessments
- F Gas Certification
- R22 and HCFC Replacement Programmes

## General

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Having good office facility management is important for a number of reasons, but one of the highest is in fact that it can contribute massively to employee satisfaction and wellbeing. It is important that offices are well-maintained and managed in order to ensure employees are productive and motivated. This will include planned maintenance to ensure the fabric of the building is up to scratch as well as reactive and compliance maintenance to help in the event of an unexpected breakage and to ensure health and safety compliance.

An employer is also responsible for providing a reasonable temperature, space, ventilation, lighting, toilets and washing facilities, drinking water and safe equipment. If the employer fails to comply with health and safety laws then it can be prosecuted under the Health and Safety at Work Act 1974.

In addition to these maintenance services, within office facility management it is important to consider hygiene as well as other services such as energy and lighting.

Our hygiene services provide piece of mind that your facility is meeting the highest hygiene standards, we offer full commercial and industrial cleans to ensure your facility is spotless. In addition to this we do full handover cleans, should you decide to move office.



# Facilities Management Checklist

*We are extremely cost competitive, you can relax in the knowledge that we will undertake all your maintenance requirements and bring you in line with all current legislations. We will remind you of all renewal dates to ensure that your compliance maintenance does not lapse.*

*Don't leave it for another day/month/year, contact Exel Contracts and arrange a quote.*

## Planned / Reactive Maintenance

- Daily/Weekly/Monthly Handyperson
- Office Maintenance Cleaning including Deep Cleaning
- Door-Window-Blind Servicing
- Waste Removal
- Office Furniture/Appliances
- Fire Stopping
- Decorating
- Signage
- Polishing
- Flooring
- Office Reconfigurations
- Electrician
- Plumber
- Locksmith
- Pest Control
- Sani Pump Clean
- Lamp Maintenance

## Compliance Maintenance

- Air Conditioning Maintenance
- Disability Assessment
- 5yrs Fixed Electrical Wire Test
- Emergency Light Testing
- Fire Risk Assessment
- Fire Extinguishers & Blankets Annual Maintenance
- PAT Testing
- Legionella Water Testing

## Refurbishment Projects

- Design And Build
- Office Partitioning
- Complete Office Fit-Outs
- Project Management

**Contact Exel to quote**



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email: [enquiries@exelcontracts.com](mailto:enquiries@exelcontracts.com)  
office: 01708 769 140 | fax: 01708 762 311  
address: Nuttys Farmhouse, Childerditch Lane,  
Brentwood, Essex CM13 3EH  
website: [www.exelcontracts.com](http://www.exelcontracts.com)