

# Building Safety Act Checklist

A comprehensive guide by SFG20



**SFG20**

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# Don't get caught out by the Building Safety Act!

As you are no doubt aware, this act marks the biggest change to construction and operation of buildings in our working lives. Significant changes have been announced and you need to be prepared for them.

The act applies to all buildings and includes additional requirements for higher-risk buildings, starting with those of 18m+ in height - or at least seven storeys and contain at least two residential units, or is a hospital or care home, where the spread of fire or structural flaws can lead to loss of multiple lives.

Much is written about the implications for new construction, but it is important to note that existing buildings are included too. If you own or are responsible for maintaining a building that falls within scope, then there are immediate actions to address that require careful planning and resource allocation.

To help you with this process, SFG20 have created a checklist designed to support building owners and maintenance professionals. This simple, 5-point checklist will help you prepare for the changes required for buildings within scope.

1	Do you have an up-to-date asset register?	If yes, congratulations - you are one of the few! See section 1 for some additional areas to consider	If no, you are not alone – but you need to identify your obligations and prepare accordingly. Read section 1 to understand why
2	Do you have a reliable source of information that ensures you stay on top of all legislative and regulatory updates that affect your maintenance activities?	If yes, then great! Read section 2 for suggestions on how you can work more efficiently	If no, contact an SFG20 maintenance expert who can provide guidance, based upon your unique situation
3	Can you track, monitor and evidence that your maintenance is compliant?	If yes, awesome! Section 3 provides additional questions to consider	If no, contact our team of experts who can advise on how to address this gap
4	Do you record all your maintenance tasks digitally?	If yes, well done! Check out our advice on this topic in section 4	If no, don't despair. See section 4 to find out why this is essential and what you need to do next
5	If you are planning a new build or major refurbishment, have you quantified your maintenance requirements?	If yes, read section 5 for guidance on how to improve the accuracy of your maintenance budget forecasts	If no, understanding the costs of annual maintenance is vital to ensure you can afford to maintain your building compliantly. See section 5 on how to do this

# 1.

## Creating an Asset Register

One key outcome of the Hackitt review was that all new and existing buildings within scope need to have a golden thread of information, available in a digital format, that allows someone to understand a building and keep it safe. This information needs to be accurate, easily understandable, accessible by those who need it and up to date.

To maintain your building and assets safely and compliantly, first you need to understand exactly what is contained within the building and its location. An asset register is key and, even if you already have one, it's worth checking that your asset register contains the following:

- Asset location, detailed by building, floor, room number, room name
- Links to CIBSE Guide M estimated economic life, so you can project future capital cost for replacement and plan for that replacement
- Assets mapped to the relevant SFG20 maintenance schedules.
- Refrigerants used in systems recorded eg DX unit
- Pressure of pressure vessels recorded.
- Photographic evidence of each asset's condition

# 2.

## Ensuring Compliance

Staying on top of all relevant legislative and regulatory updates that affect your maintenance activities involves a considerable amount of time and effort. If you are currently managing this task in-house, then you may want to consider outsourcing this task to SFG20. It is extremely likely that you will make a financial saving in doing so, whilst also gaining peace of mind, knowing that a dedicated team of technical experts are taking care of that mountain of work for you.

If you are not 100% sure that all your maintenance activities are compliant then contact us and we will be able to put you on the right path.

It's also worth noting that if you outsource your maintenance activities, it is essential to audit your contracted work, to ensure that the work is being completed to your specification, by people with the right skill levels and with the right frequency. Sometimes this results in fewer site visits, which can save you money!

Two quick and easy questions you can ask your FM contractors are::

- How do they monitor changes in legislation, regulation, and best practice?
- When did they last update their maintenance plans in line with changes to regulation?



### 3. Tracking, monitoring, and evidencing compliant maintenance

With compliance in the spotlight, it is critical that all maintenance activities can be tracked, monitored, and evidenced.

Ask yourself:

- Is your maintenance data readily accessible and could it be shared quickly?
- Is your maintenance data recorded in a consistent way across all estates / buildings?
- If you outsource part, or all, of your maintenance, is your data recorded consistently and consolidated?

If you have answered no to any of these questions then you need to consider what steps you are going to put in place to make this happen.

By using SFG20, you will be able to track, monitor and evidence maintenance, not only for tasks completed by in-house teams, but also for tasks that you outsource.

### 4. Managing Digital Transformation

It will be the duty of the people responsible for a building to put in place and maintain a golden thread of information, under the Building Safety Act these individuals or organisations are known as Accountable Persons. Having a golden thread will mean that those people responsible will have easily accessible, reliable, up to date and accurate information. Without this information, it is very difficult to manage buildings safely.

Risk owners must be able to track, monitor and evidence compliance. A digital audit trail is your legal protection and insurance, so companies need to prepare a long-term strategy for their digital transformation.

Issues such as security, scalability, availability, resilience, privacy, auditability are likely to become more prevalent, so it is important to ensure that any IT partners you choose can prevent - or overcome - all these types of issues. It is worth pointing out that most people find that adopting a digital strategy ends up saving them, rather than costing them, money.

If you do not already record all your maintenance tasks digitally and consistently across your estates, then speak to our team to find out how we can help.

# 5. Planning a new build or major refurbishment

If you are planning a new build or major refurbishment, it is crucial that you consider maintenance early in the process. Did you know that approximately 80% of a building's cost throughout its lifetime comes from maintenance, whereas construction costs account for the remaining 20%? It's therefore important to understand the likely costs associated with maintaining a building before designs are finalised, as the maintenance costs need to be affordable to remain compliant.

For those responsible for commissioning buildings and architects, often there is a level of guesswork that occurs when it comes to forecasting the costs of maintaining new buildings e.g., Gross Internal Floor Area is used as a proxy, which does not consider the type or number of assets to maintain within the building, or the human resource that will be required to maintain the assets. This means that there can be a large variance in actual maintenance costs, which can result in financial and resource planning challenges, based on choices no-one knows about until it is too late at building handover stage.

To support clients with solving these challenges, SFG20 have developed a unique, specialist tool to evaluate various maintenance options. For each scenario, SFG20 Resource Modeller can show:

- What maintenance tasks need to occur
- Which tasks are critical for compliance vs. optimal
- Resource requirements, in terms of number of man hours and skillsets required

These features help users with budget planning and resourcing maintenance teams appropriately. Not only for new builds, Resource Modeller can also help those responsible for managing existing estates. By identifying which maintenance tasks are critical to ensure compliance, budget can be focused in the right areas.

We hope you found this checklist and guidance helpful - why not contact us today and tell us more about your specific maintenance needs? We'll put you in touch with an expert who can listen and offer you valuable guidance.



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Demo Facilities-iQ with one of our experts today



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