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| F1 Please describe your technical methodology for carrying out the periodic inspections and maintenance of powered doors (every 6 months) and powered windows (annually) in accordance with relevant legislation, including NCC's SOP023. Your response must include:   * Your approach to checking and verifying interface with connected systems (e.g., lighting, access control, and Open Libraries out-of-hours systems). * Your procedures for testing safety-related functions (e.g., force limitation, entrapment prevention) and ensuring post-maintenance safety and compliance, including doors above 2m * How service records and asset data will be maintained and made available to NCC   25% 2 x A4 pages, 12pt Arial |
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| F2 Please outline your proposed approach to delivering a 24/7 emergency call-out and repair service for powered doors and windows, including:   * Requirements to make safe within 4 hours.. * How you ensure availability of qualified ADSA engineers outside normal working hours considering our geographical spread. * Your escalation procedures and activities if doors are unsafe, non-operational, or interface issues prevent safe building use during out-of-hours periods.   15% 1.5 x A4 pages, 12pt Arial |
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| **F3**  Please describe how your organisation will ensure sufficient resource availability and organisational capacity to deliver compliant inspections, maintenance, and emergency response services across NCC’s 47 libraries county-wide. Please include the number of ADSA qualified engineers who will be made available to NCC, how you will ensure staff continuity and how planned and remedial work will be planned and prioritised over inspection cycles  10% 1.5 x A4 pages, 12pt Arial |
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