

Golden Jubilee Foundation Phase 1 Commissioning Requirement Brief

(Version 1.0)

Introduction

The purpose of this document is to set out an over view of the intended key principles of operation during the commissioning period. The commissioning master plan will provide a higher level of direction for the commissioning process during construction, providing resolution for issues such as scheduling, roles and responsibilities, lines of communication and reporting, approvals, and coordination.

The following key principles of operation are included below:

1. Access Arrangements
2. Induction & Orientation
3. Car Parking, Access Points and Routes
4. Control of Contractors
5. Key Control
6. Internal Equipment/Supplies Delivery Routes
7. Damage to Building
8. Security
9. Toilet Facilities
10. Fire
11. Housekeeping and Clinical Cleans
12. Waste
13. Authorised Persons/Security and Access to Individual Rooms
14. Accident and Incident Reporting/ First Aid
15. Transferring equipment control procedure
16. Maintenance and PPM
17. Daily Communication Meetings

1. Access Arrangements

The times and days of operating for the new build will be described along with arrangements required for visitors during the commissioning period. Public holidays during the commissioning period will be identified and provision for access arrangements out with working hours will be required. A delivery schedule will be established for new equipment being delivered to the unit and a plan will be required detailing storage of old and new equipment and the process to identify, label and transfer existing equipment from the main building to the new unit. Designated sign in/out areas for deliveries will be established and a process to ensure all staff and visitors register and sign in/out will be developed, this will also include the process for hospital staff attending for orientation and PSCP accessing the new build during the commissioning period.

A reporting structure will be developed to report faults or issues relating to:

- Building faults
- Housekeeping
- IT
- Security
- Health and Safety

2. Induction

Only allow authorised personnel will have access to the building. Authorised personnel shall be those deemed to have completed either the induction process, this can be either site or departmental induction. The induction programme will describe the arrangements for staff orientation, issuing of staff security badges and identify the individuals responsible for arranging and organising the induction programme. A timescale for induction will be developed including where, when and who should attend.

3.Car Parking, Access Points and Routes

The commissioning group will detail the requirements required to ensure safe car parking and identify designated parking areas it will also include the process for hospital and PSCP delivery drivers/ suppliers and installers to report to a nominated representative located within a designated delivery point.

4.Control of Contractors

Access arrangements for sub-contractors will be developed and will include details of who will be responsible for issuing passes, how to arrange suitable times and points of contact in procurement/estates etc.

5.Key Control

Arrangements for the management of keys or access to rooms will be developed; this will include identifying appropriate staff members to be responsible for signing in/out of keys, process for storage of keys and reporting of any lost or missing keys.

6. Internal Equipment/Supplies Delivery Routes

Operational procedures will be developed to ensure the safe handling and transportation of delivered goods. This detail will describe who would supply any equipment required, storage of the equipment and security arrangements. Guidance will be given regarding the storage of materials or products. A detailed plan of key areas that will require temporary

protection during the commissioning period will be developed which will also describe the management of any remedial works required following removal of the temporary measures.

7. Damage to Building

All areas will be subject to inspection at the end of the commissioning period. The commissioning team will identify the lead person to supervise all activities during this time their responsibility will be to ensure that a reporting structure is in place for any damage sustained during this period.

8. Security

A commissioning security strategy will be developed for during this period. It will detail how security will manage and monitor access, observe CCTV, carry out physical patrols and respond to reported incidents. Detail will also include contractor's responsibilities, how the building will be secured and monitored during and out with normal operating hours.

9. Toilet Facilities

Details of WC's which will be available for use during the Commissioning period and the cleaning schedule and supplies of designated facilities will be described.

10. Fire

Fire safety procedures and awareness shall be communicated as part of the building induction process. Co-ordinate with the Fire Brigade to communicate the process on arrival at the site, agree an appropriate designated area for tender to be met and to identify who will be the point of contact on arrival at the site. A process will be agreed for the testing of the fire alarms during the commissioning period and a protocol will be developed for advising staff of the testing.

11. Housekeeping and Clinical Cleans

Designated areas being used during the commissioning period will require a cleaning schedule which describes personnel responsible and the frequency required. A final inspection process will be developed to ensure that the standard of cleanliness is up to the required National Cleaning Standards prior to lock off.

12. Waste

A waste disposal process will be developed describing storage, uplift and suppliers responsibilities for general waste.

13. Authorised Persons/Security and access to individual rooms

The commissioning group will identify specific rooms in the unit that will require additional control measures and the process to gain access to these areas.

14. Accident / Incident Reporting / First Aid

A reporting procedure will be developed to ensure all incidents and near misses are reported. It will detail the responsibilities of all parties present on site to ensure the health, safety and welfare of their staff and sub contractors whilst using / attending the site.

15. Transferring equipment control procedure

The procedure to transfer equipment to the new unit will include detail regarding the registration of transferring equipment, PAT testing/inspection and traceability. Infection control measures will also be detailed including any action plans required.

16. Maintenance & PPM

The process for reporting faults and snagging identified during the commissioning brief shall be developed and will align with a procedure for PPM plans, maintenance and access for the new facility. A schedule for flushing of water systems will be created.

17. Communication Meetings

The commissioning team will develop a schedule of communication meetings to review the commissioning programme, review Health and Safety issues and to highlight any emerging issues or risks.

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