



020 3995 3229
www.insight-fm.co.uk
enquiries@insight-fm.co.uk



Building Service Consultants

Maintenance Management Support

Operational Engineering

Surveying & Reporting

Throughout the life cycle of installed building services, surveying and subsequent reporting is regularly required. Whether a building is being acquired, altered or sold, we can offer various types of survey reporting. These include:

- Life cycle surveys and associated capital expenditure forecast recommendations
- Condition surveys
- Dilapidation surveys
- Pre-Acquisition surveys
- Technical due diligence
- Fault finding and troubleshooting
- TM44 air conditioning surveys

Maintenance Management Support

We assist in a technical advisory and support role to clients; managing building services maintenance contractors to ensure that they deliver services which are both appropriate and executed to a high standard. Support services include:



- Meetings with building management teams
- Review maintenance contractor reports
- Statutory compliance auditing and advice
- Plant inspections and lifecycle assessments
- Maintenance service auditing
- Advice on operational efficiencies
- Fault finding and troubleshooting

Design & Project Management

The correct design and specification of building services systems is crucial, whether it is for new build, a refurbishment, modification or plant replacement. We have a strong background in design and typically offer:

- Establish client brief and budget
- Initial site survey and production of existing drawings and schematics
- Produce project tender package, including drawings and specifications
- Undertake a competitive tender process
- Tender adjudication and recommendation
- Site works monitoring and defect inspections



Maintenance Contracts Procurement

Maintenance service contracts are necessary to define the agreement between client and contractor and to safeguard their interests. They are specific to buildings and their installed mechanical and electrical services assets. We support our clients through the maintenance contract procurement process as follows:

- Ascertain client brief and undertake asset survey
- Develop service level agreements to suit client and building requirements
- Undertake a competitive tender process
- Tender adjudication, recommendations and contractor interviews
- Appoint contractor and establish the maintenance service agreement
- Oversee contract mobilisation, reviewing defects reports and site maintenance logbooks

Statutory Legislation Compliance

Insight FM can safeguard companies from the huge volume and complexity of legislation relating to building services by establishing an asset register, identifying statutory legislation compliance requirements and ensuring that they are met and recorded. This typically includes:

- Establish a compliance checklist reference document to assist the building manager
- Establish a risk management asset register for the site
- Arrange for statutory documents to be set in place, including fire risk assessments, water risk assessments, asbestos registers, and legionella and pressure vessel written schemes
- Review insurance reports and arrange for remedial works to be tendered/implemented
- Review statutory testing documents and arrange for remedial works to be tendered and/or implemented