

SCHEDULE 1: SERVICES TO BE PROVIDED BY THE ASSOCIATION

This statement has been produced in accordance with the requirements of the Property Factors (Scotland) Act 2011 and its associated Code of Conduct.

The Association will: -

1. Instruct firms through tender process which, from their experience, they believe to be reliable and capable of completing the repairs and other work satisfactorily and at a reasonable cost, to maintain, repair, decorate, arrange lighting and cleansing and reinstating and rebuilding of the common parts of the block and that irrespective of the cause of damage or destruction necessitating such repair, reinstatement or rebuilding, repair and maintenance of all common parts including but not limited to common lighting, close entrance doors, door entry systems, common TV aerials, gutters and downpipes, roofs, walls, floors, internal and external decoration, drainage, electricity, gas, telecommunications and water supplies, cleaning and de-littering of common stairs and backcourts, maintenance of all common landscaped areas, removal of bulk refuse from backcourts to street for collection.
2. Instruct firms through tender process which, from their experience, they believe to be reliable and capable of completing the repairs and other work satisfactorily and at a reasonable cost to inspect, maintain in good working order, repair, overhaul, and operate the plant and equipment used in common by the owners of the block including the cost of provision for renewal and replacement of the same and the full costs of repair and maintenance staff and the maintenance of any maintenance/service contracts that the Association consider necessary.
3. Employ professionals such as accountants, architects, engineers, surveyors or other professional advisers employed to certify any matter or thing to be certified for the purposes of any provisions of this Schedule.
4. Engage (but not more than once every year) an independent professional valuation of the block for the purpose of assisting towards the determination of the full cost of reinstatement of the block;
5. Where appropriate, provide, service and monitor fire-fighting equipment, appliances (including fire alarm sprinkler systems, smoke detectors and smoke control devices) and any other signs or other notices required by the local Fire Officer and/or insurers (and repair, maintain and renew the same);
6. When instructing repairs and when appropriate consult with the contractors as to the type of repair and the materials to be used;
7. Arrange (where a repair requires the services of more than one trade) for the several firms of tradesmen to co-ordinate their work;

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- Procure contracts for work in line with national and European legislation to achieve the Most Economically Advantageous Tender in relation to Quality and Price.
8. Consult with owners where repair and maintenance works will exceed delegated authority, administer voting procedures where appropriate and implement decision of owners.
 9. Provision of such security equipment and apparatus for the property as the Association shall think fit and proper to employ and/or use and in the provision of maintenance of such security equipment from time to time;
 10. Investigate any complaints of unsatisfactory work and where considered necessary by the Association and if so instructed by a majority of the owners arrange for a professional report on the completed repair subject to any fees for same being chargeable to the owners;
 11. Reviewing contract valuations and invoices when received for accuracy and processing timeously.
 12. If requested, arrange to make available for inspection on one occasion in each year copies or originals of all tradesmen's accounts for that year (additional copies can be provided at separate cost);
 13. Providing credit control to ensure that everyone is invoiced for their respective share of costs;
 14. Working together with solicitors to recover outstanding debts on behalf of the owners within the block
 15. Arrange insurances including insurance against loss by fire and other risks normally insured against under a common comprehensive insurance Policy (which policy is to cover all the flats within the block and the block common parts) with an established insurance company for the full replacement value which insurance shall be in the name of the Association and taken out and held on behalf of all the owners and the holders of bonds or other securities over the same (if any) for their respective right and interests.
 16. Administrative costs of sending invoices, letters and newsletters;

NB. All of the above items relate to the repair and maintenance of the Common Parts of your property. They do not relate to internal repairs which are your own responsibility.



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