**GREENWICH PROPERTY: BUY-IN FORM**

**RESPONSIVE AND CYCLICAL MAINTENANCE SERVICES: 2023/2024**

|  |  |
| --- | --- |
| **M&E Element**  Heating, ventilation, air conditioning systems, Electrical installation; Alarms CCTV and access control | **Fabric Element**  Fabric, Legionella assessment |
| £500 annual fee 🞎  inclusive one-off cost for all M& E Services:  + 20% Management Fee of works costs**\***  + RBG Maintenance Staff visits when requested by sites (10% check of works included in Fee) – £60 for the first hour and £40 for every subsequent hour per visit  **PPM opt out Mechanical**  **PPM opt out Electrical** | £500 annual fee 🞎  inclusive one-off cost for all Fabric Services:  + 20% Management Fee of works costs**\***  + RBG Maintenance Staff visits when requested by sites (10% check of works included in Fee) – £60 for the first hour and £40 for every subsequent hour per visit |
|
|
|
|

**\* Final cost of the repairs and servicing orders**

Please tick a box for each element.

Please return to Invoice-Queries@royalgreenwich.gov.uk

Please note that contractors’ costs for maintenance and cyclical works are charged in addition to professional fees at both levels.

All Invoices are to be settled within 28 days of receipt. Any disputes are to be submitted within 28 days of receipt. Should the dispute not be upheld a Disputed Invoice Administration Fee - £20% of order will be applied.

Organizations’ which are subject to VAT should add this to the costs.

Signature............................................................... School’s Name ..............…….……………………………… Date……………….……....................

Headteacher / Governor / Business Manager *(delete as appropriate)*