

Estates Department Hourly Rates for rechargeable works

When work is carried out by the Estates Department it is often covered by the Space Charge, applied through the University's Resource Allocation Model (RAM). The Space Charge includes the net cost of Estates, less the cost of Security and Landscape Maintenance (which are both added to the Student Charge) plus the net depreciation charges on buildings. It does not include work of a rechargeable nature undertaken outside of normal working hours or works not covered by our Service Level Statement (SLS).

The good news is that where additional charges need to be applied, this is done at cost and we do not add on a 'mark-up'. This is in line with our vision of being the provider of choice and demonstrating value for money.

It is important that the Estates Department's Maintenance and Landscape Management teams carry out their core duties during the normal working week, including planned maintenance, statutory and compliance work. Therefore any rechargeable work undertaken during this time carries a premium hourly rate as the core duties, which must still be carried out, will have to be covered by overtime. The exception to this is for electrical installation works, which has a dedicated team operating during normal working hours.

Cleaning and caretaking staff mainly work on partial FTE contracts and as such some weekday overtime does not carry a premium.

Some requests will need more than one team member, so the hourly rate will increase proportionately. Quotes for work can be provided by the relevant Estates Manager on request, prior to any work being carried out.

Health and Safety

In line with the University's Health and Safety Policy the Director of Estates has delegated responsibility for all areas of the University in which an outside contractor is engaged on building or related work and for the regulation of such contractors.

All work which involves construction, demolition or invasive work to any building or structure must only be contracted either through, or with the full knowledge, of the Director of Estates or their authorised nominee. Only suitably competent, financially viable contractors are engaged to work on the University's behalf and a list of approved contractors is maintained by the Estates Department.

All contractors employed by the Estates Department adhere to the Estates Code of Safe Working Practices for Contractors and where appropriate are issued with a 'Permit to Work in Occupied Areas'. This ensures that the appropriate regulations are followed as well as completion of risk assessments and method statements.

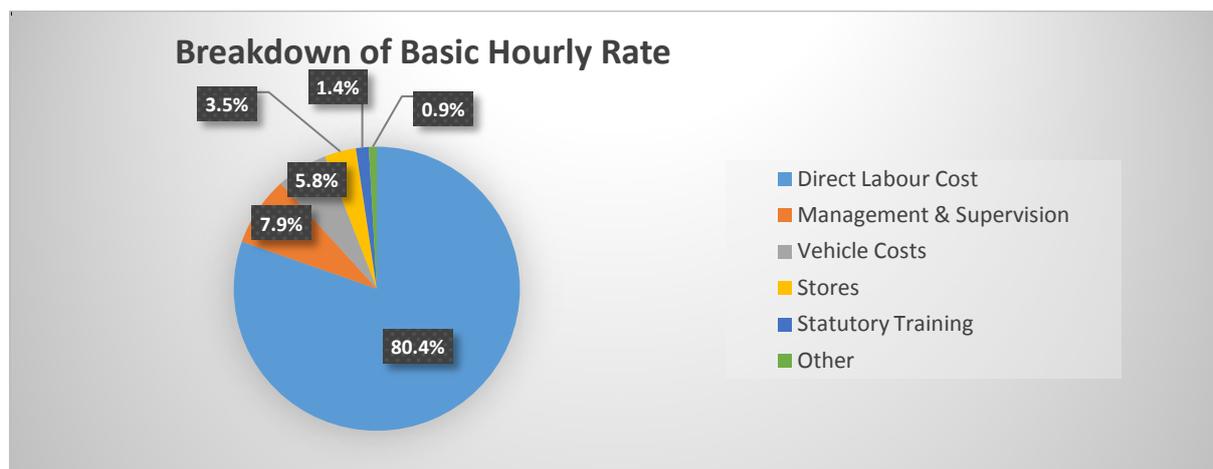
No University employee may place a contract for building or related work to be carried out on University premises or select, supervise or liaise with contractors unless he or she has received relevant health and safety instruction and training.

How we calculate our hourly rates

The current indicative rates (*March 2019*) for our Maintenance, Cleaning and Caretaking teams are displayed in the following table:

Team	Hourly Rate for Comparison with External Contractors
Building / Carpentry	27.19
Electrical Installation	33.00
Mechanical Installation	34.39
Cleaning	14.84
Caretaking	14.94

The hourly rate during normal working hours, Monday to Friday, is calculated by adding together the annual salary costs, other direct headcount costs and a portion of indirect costs associated with providing each service, divided by annual productive hours. Due to the University’s favourable terms and conditions, as well as our commitment to training and personal development, an employee is productive on average for 72% of contracted hours.



Overtime is paid at time and a half for all hours worked above 35 hours per week, Monday to Saturday and double time on Sunday.

Benchmarking

Our hourly rates are regularly benchmarked against external contractors to ensure we continue to provide efficient, value for money services. Where it is not possible for Estates to carry out the work, we will engage capable external contractors on your behalf, in order to deliver best value.

The latest external contractor rates (*March 2019*) are summarised in the following table:

Team	Mon – Fri (normal working hours i.e. up to 40 hours)	% Variation to Estates Hourly Rate
Building / Carpentry	40.50	+23.93%
Electrical Installation	42.00	+27.27%
Mechanical Installation	52.80	+28.31%
Cleaning	15.90	+7.14%
Caretaking	16.50	+10.44%

The suppliers chosen are used by the University on a regular basis and comply with insurance, health and safety and financial stability requirements.

Despite significant differences in terms and conditions offered by the University, these rates indicate that as long as staff meet similar performance criteria to external contractors, they remain best value for the University.

Performance levels are monitored by Estates Managers to ensure that charges made are reasonable.

How to arrange rechargeable works

Requests for minor alterations and improvements can be submitted by using the form on the Customer Services page of the Estates web site. Customer Services will review the request and forward it to the relevant manager for them to provide a quote to carry out the work. If the quote is accepted the customer will then need to provide a cost code and the work will be progressed.

Once the work has been completed the funds will be deducted from the budget provided. Any queries should be channelled through the Customer Services team.