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Appendix 1 - PPM Specification

SERVICE:

Fully Comprehensive Lift Contract 2026

CLIENT:

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A APPENDIX 1 – PLANNED PREVENTATIVE MAINTENANCE (PPM) SPECIFICATION

A1 GENERAL REQUIREMENTS

- A1.1 The Contractor shall be responsible for the planned preventative maintenance of all passenger, goods and platform lifts listed in Appendix 5 (Asset List).
- A1.2 This shall be a Fully Comprehensive Lift Maintenance Contract, including all parts, labour, call-outs and consumables necessary to ensure safe, reliable and efficient operation of lift equipment, subject only to the exclusion defined in section A4.
- A1.3 Maintenance shall include all activities necessary to ensure safe, reliable and efficient operation of lift equipment and compliance with all statutory obligations, including the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, the Provision and Use of Work Equipment Regulations (PUWER) 1998, the Electricity at Work Regulations 1989, and other applicable legislation.
- A1.4 The Contractor shall carry out a **minimum of 12 planned preventative maintenance (PPM)** visits per annum undertaken on a monthly basis for each lift included in Appendix 5 (Asset Lists). Additional visits may be undertaken by the Contractor at its discretion to ensure reliability, uptime and contractual performance. Such additional visits shall be deemed included within the Fully Comprehensive Lifts Maintenance Contract.
- A1.5 All works shall be undertaken by suitably trained, qualified and competent lift engineers who hold appropriate trade qualifications or manufacturer accreditations.
- A1.6 Where manufacturer's instructions are unavailable, this specification represents the minimum acceptable standard.

A2 MAINTENANCE PROCEDURES

A2.1 Notice of working

- Before any work is carried out, display notices stating "Lift Being Serviced" on each landing.
- Remove notices immediately upon completion of the service.

A2.2 Machine Room / Operating Panel

- Ensure machine-room or control-panel doors are secure, clean and fitted with warning signage.
- Confirm the availability of emergency hand wheel and door-release keys.
- Report any missing or damaged items.

A2.3 Gear

- Examine bearings for wear and overheating.
- Ensure all keys and bolts are secure.
- Top-up oil and grease as required.

A2.4 Brake

- Check correct operation and cleanliness of the brake drum.
- Adjust and clean as necessary.
- Confirm that an emergency brake-release key is available.

A2.5 Motor and MG Set

- Examine commutators or slip rings for pitting or grooving.
- Check brushes and spring tension; examine bearings and fixing bolts.
- Lubricate as required and check for overheating.

A2.6 Controller

- Clean contacts and tails.
- Check overload settings and verify that fuses are of correct rating.
- Temporary fuse repairs are not permitted.

A2.7 Floor Selector

- Clean, check operation, and adjust as necessary.

A2.8 Ropes and Rope Sheaves

- Examine and lubricate bearings.
- Inspect ropes for wear and splintering; examine sheaves for wear or rope slip.

A2.9 Governors and Limit Switches

- Clean and examine overspeed governor and ultimate limit switch.
- Check all fixing bolts and verify correct operation of load-limiting devices.

A2.10 Shaft, Car, Pit and Machine Room Electrical Equipment

- Check car interior, shaft and machine-room lighting, including emergency lights.
- Test car emergency lighting units at each service visit.
- Replace any defective fittings.

A2.11 Guards, Barriers and Equipment Covers

- Ensure all guards, barriers and equipment covers are secure and correctly positioned.

A2.12 Lift Shaft

- Examine rope anchorages; lubricate and secure sheaves and pulleys.
- Inspect shaft trunking and conduits for security.
- Examine trailing cables for wear or damage.
- Verify operation of ramps, indicator plates, switches and direction switches.

A2.13 Gate Locks

- Inspect all landing and gate locks for safety, security and correct interlocking.
- Lubricate rollers and spindles; check springs, contacts and latching mechanisms.

A2.14 Guides and Fixings

- Examine guides for wear and security of fixings.
- Lubricate as required.

A2.15 Balance Weights

- Check balance-weight guide shoes for wear and lubrication.
- Inspect rope equalisers and safety gear.

A2.16 Lift Pit

- Clean pit; lubricate pulleys and check spring buffers for security.
- Examine bottom-rope pulleys, governor gear, interlocks and pit-stop switch.
- Test sump pump operation where fitted.

A2.17 Car Exterior

- Check car-sling security and rope anchorages.
- Inspect guide shoes and lubricate.
- Verify maintenance controls and safety gear operation.

- Check and adjust retiring ramp.

A2.18 Car Interior

- Test controls, indicators, alarm bell, auto-dialler and emergency stop.
- Clean door tracks and inspect flooring and finishes.
- Ensure safety edges function correctly.

A2.19 Landing Doors and Gates

- Check operation of car-door operator and safety features.
- Clean tracks; verify landing-door release and indicator function.

A3 DOCUMENTATION AND RECORDS

A3.1 Maintenance Handbook

A.3.1..1. Provide a site-based “Comprehensive Lift Maintenance Handbook” (A4 folder) containing:

- Lift reference details and risk assessment.
- Record of visit, reason for visit, date, time and engineer names.
- Actions completed and recommendations.

A3.2 Reactive Call out service

- Provide 24 / 7 / 365 call-out coverage.
- Call-outs are included within the contract value unless resulting from misuse or vandalism.

A3.3 Parts and Materials

- All replacement parts and materials shall be included within the comprehensive maintenance charge except where failure results from misuse, vandalism, or the exclusion defined in A4. All consumables, lubricants, fuses, printed circuit boards, relays, seals and similar components are deemed included.

A3.4 Labour

- Labour for routine maintenance, reactive repairs and part replacement shall be included within the comprehensive lift contract, except where the failure arises from excluded circumstances,

A4 EXCLUSIONS

A4.1 The Following are excluded from this Fully Comprehensive Lift Maintenance Contract except where otherwise stated:

- Replacement or repair of car or shaft enclosures.
- Replacement of landing doors, frames, casings or sills.
- Repairs to main wiring or faults due to power supply variation.
- Repairs or adjustments caused by use outside normal design parameters.
- Cleaning of car interiors, mirrors, walls, ceilings or doors.
- Modifications required solely to comply with new statutory regulations.
- Replacement of major components such as complete controllers, machines, gearboxes or cylinders, unless specified.
- Any works required because equipment is not in a good and safe condition at contract start or first visit.
- Replacement of obsolete equipment beyond economic repair.
- Thorough examinations and reports required under LOLER 1998.

A4.2 Any items identified within the initial dilapidation report will remain excluded until replaced or upgraded as recommended.

A4.3 Items not highlighted in that report shall be deemed satisfactory and therefore included within the inclusive scope of this contract.