

SFG20

The Standard For Maintenance

Mike Ralph

Head of UK Healthcare Engineering

Who is Mike Ralph?

- 1. Director of Estates and Facilities at Great Ormond Street Hospital and Croydon Healthcare**
- 2. Head of UK Healthcare Engineering Sodexo**
- 3. Working in collaboration with BESA**
- 4. Experienced in serious fires in hospitals including:**
 1. Oxygen cylinder fire and explosion at GOSH
 2. Fire at Croydon from faulty equipment in Imaging department
 3. Arson Attack which destroyed MRI and accommodation at Croydon

Who is Sodexo?

- 1. Started in Marseille in 1966 by Pierre Bellon as a catering company.**
- 2. One of the world's largest multinational corporations with 420,000 employees**
- 3. Present at 34,000 sites in 80 countries.**
- 4. Now facilities management is as important as catering in the UK**
- 5. Provides facilities management at nine UK hospitals.**

Great Ormond Street Hospital 2008

GREAT ORMOND STREET HOSPITAL- 29 SEPTEMBER 2008



Croydon hospital fire



What is SFG20?



SFG20 is Unique

The essential tool for;

- **facilities managers**
- **building owners**
- **contractors**
- **consultants**

**Stay compliant,
save time, energy
and money**



The Building Engineering Services Association

The Building Engineering Services Association is the UK's leading trade organisation for building engineering services contractors – representing the interests of firms active in the design, installation, commissioning, maintenance, control and management of engineering systems and services in buildings.

What is SFG20?

- **Developed and maintained by the Building Engineering Services Association (formally HVCA)**
- **Originally launched in 1990**
- **Recognised as the industry standard for maintenance specifications**
- **A web-based service, accessible via subscription**
- **Library of maintenance specifications for the building services sector**
- **Growing Library of over 400 schedules**



SFG20 facilitates compliance

- **Legislation and best practise reviewed on an on-going basis by our Technical Committee**
- **Technical bulletins – keep you informed and up to date**
- **Schedules reviewed and amended as required to keep you compliant**



SFG20 aids costs control

- Identify maintainable assets
- Create Service Models
- Colour-coded critical ratings – highlighting statutory vs. discretionary activities
- Provides the benchmark for optimum maintenance, avoiding over or under maintaining of assets

SFG20

Colour-coded criticality ratings enable clear prioritisation of tasks to streamline budget and project management.

STATUTORY

To ensure legal compliance

MANDATORY

To ensure regulatory and sector/organisation compliance

FUNCTION CRITICAL

To maintain business critical assets and avoid under/over maintaining applicable assets

DISCRETIONARY

To maintain non-critical assets and meet non-business critical commitments



SFG20

Item	Code	Item	Rating	Unit	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
10101	0101	Air Handling Unit - Ductwork	M&C	System										
10102	0102	Building/Room/Workplace - Airflow	M&C	System										
10103	1010	Chlorine systems - Public Access Entrances	Electrical	System										
10104	1010	Exhaust System - General	Mechanical	System										
10105	2020	Fire - Property	Electrical (M&C)	System										
10106	2100	Fire Alarm	Mechanical	System										
10107	2200	Fire Alarm System	Fire Alarm	System										
10108	2200	Fire Alarm - Alarm/Control Panel	Fire Alarm	System										
10109	2100	Fire Alarm - Control Console	Specialist	System										
10110	2010	Fire Alarm - Control Console	M&C	System										
10111	2010	Fire Alarm - Control Console	M&C	System										
10112	2010	Fire Alarm - Control Console	M&C	System										
10113	2010	Fire Alarm - Control Console	M&C	System										
10114	2010	Fire Alarm - Control Console	M&C	System										
10115	2010	Fire Alarm - Control Console	M&C	System										
10116	2010	Fire Alarm - Control Console	M&C	System										
10117	2010	Fire Alarm - Control Console	M&C	System										
10118	2010	Fire Alarm - Control Console	M&C	System										
10119	2010	Fire Alarm - Control Console	M&C	System										
10120	2010	Fire Alarm - Control Console	M&C	System										
10121	2010	Fire Alarm - Control Console	M&C	System										
10122	2010	Fire Alarm - Control Console	M&C	System										
10123	2010	Fire Alarm - Control Console	M&C	System										
10124	2010	Fire Alarm - Control Console	M&C	System										
10125	2010	Fire Alarm - Control Console	M&C	System										
10126	2010	Fire Alarm - Control Console	M&C	System										
10127	2010	Fire Alarm - Control Console	M&C	System										
10128	2010	Fire Alarm - Control Console	M&C	System										
10129	2010	Fire Alarm - Control Console	M&C	System										
10130	2010	Fire Alarm - Control Console	M&C	System										
10131	2010	Fire Alarm - Control Console	M&C	System										
10132	2010	Fire Alarm - Control Console	M&C	System										
10133	2010	Fire Alarm - Control Console	M&C	System										
10134	2010	Fire Alarm - Control Console	M&C	System										
10135	2010	Fire Alarm - Control Console	M&C	System										
10136	2010	Fire Alarm - Control Console	M&C	System										
10137	2010	Fire Alarm - Control Console	M&C	System										
10138	2010	Fire Alarm - Control Console	M&C	System										
10139	2010	Fire Alarm - Control Console	M&C	System										
10140	2010	Fire Alarm - Control Console	M&C	System										

Why SFG20?

Specify maintenance activities

Benchmark service delivery

Align your Planned Preventative Maintenance against the industry standard

Understand your obligations

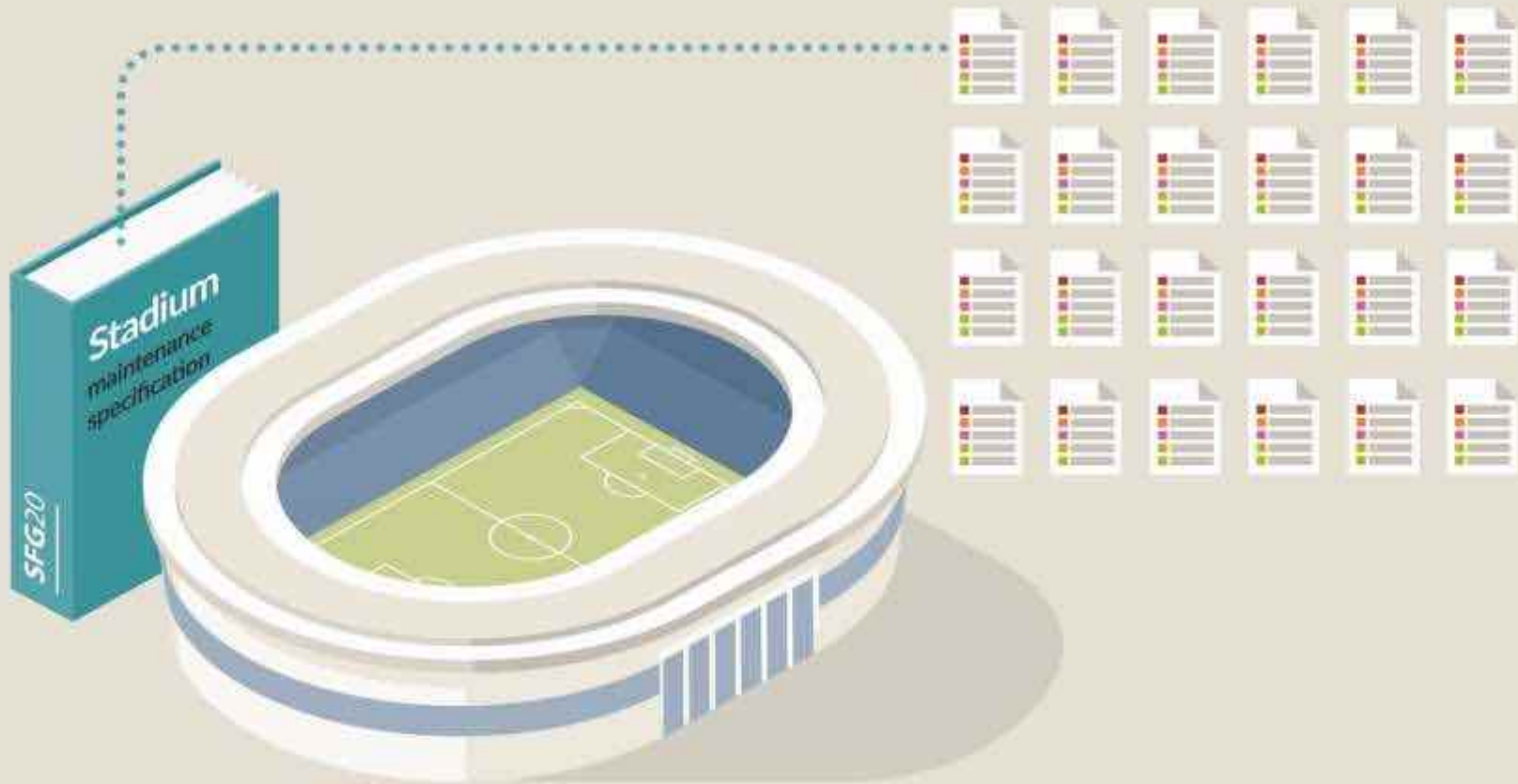
Control costs & defend budgets

Keeps you updated

Ensures your assets 'Maintained & Compliant'



SFG20 Ensuring compliance, saving time and money



SFG20 Healthcare, how does it work

Overarching Introduction ensures:

Statutory Compliance

Safety

Points to Consider during Maintenance Works

Maintenance of Systems

Proprietary Equipment

Records

Efficiency and Emissions

Catering

SFG20 Healthcare specific subjects included

SCHEDULE REF SCHEDULE TITLE

00-01 Overarching Introduction

HTM05-00 Management of maintenance for fire safety services within Healthcare premises

HTM05-01 Fire Risk Assessments in Healthcare Premises

HTM05-02 Fire Training and Fire Safety Audits

HTM05-03 Fire Drills

HTM05-04 Daily, Weekly and Monthly tasks - Healthcare premises

HTM05-05 Structural Fire Protection and Fire Compartmentation

HTM05-06 Fire Alarm System - Healthcare premises

HTM05-07 Fire Alarms - Associated Equipment - Healthcare premises

HTM05-08 Fire Alarm - Voice Alarm Systems - Healthcare premises





HTM05-09 Laundries

HTM05-10 Smoke Control Systems Healthcare premises - Weekly, 3 Monthly and Annual Testing

HTM05-11 Fire Strategy documentation checks

SFG20 Colour coded for ease of reference

ASSET CRITICALITY KEY

	Statutory	To ensure legal compliance
	Mandatory	To ensure regulatory and sector/organisation compliance
	Function Critical	To maintain business critical assets and avoid under/over maintaining applicable assets
	Discretionary	To maintain non-critical assets sufficient to protect value and meet sustainability commitments

SFG20 Risk based approach

The Regulatory Reform (Fire Safety) Order 2005, SI 2005/1541 requires all responsible persons in healthcare premises to undertake an assessment of fire risk in their building. It also requires that fire safety equipment is “subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.”

This form of fire risk assessment is usually qualitative in nature; that is, it considers the presence of different factors that may lead to an increase or a reduction in fire risk (without actually quantifying the risk). See also HTM 05-03 Part K:2011 Guidance on fire risk assessments in complex healthcare premises. Version:0.2:Wales.

An example of how you may carry out a fire risk assessment to determine the frequency for periodic maintenance is shown below.

Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure.....subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair

PPM Fire Doors- government guidance

HTM 05-03 part K

5.145

Monthly tests and checks:

Check that all fire doors are in good working order and closing correctly, and that the frames and seals are intact.

The reality

At a large hospital there may be in excess of 8000 fire doors.

- **Assuming checking around 200 doors a day per person= 40 days**
- **That is 2 persons doing nothing but check fire doors**
- **That is without carrying out anything other than minor maintenance.**
- **Most hospitals complete a 6 monthly ppm on fire doors**
- **Is this in line with HTM 05-03 part K?**
- **Does this comply with Article 17?**

Example risk assessment for PPM on fire doors

The risk is assessed on three factors:

- 1.** The frequency of use of the door, this is deemed to be high, medium or low.
- 2.** The criticality of the door, this is based on the dependency of the patient, that is independent, dependent or very high dependency.
- 3.** The likelihood of the door being damaged by impact, that is likely to be damaged or unlikely to be damaged.

Fire door risk assessment matrix

PPM Frequency matrix

	Low (daily) Usage <80x in 24hr	Med (daily) Usage 80-200x in 24hr	High (daily) Usage >200x in 24hr
Independent	12 monthly	12 monthly	6 monthly
Dependent	12 monthly	6 monthly	3 monthly
Very High Dependency	6 monthly	3 monthly	Monthly

Adjustment for impact

Likely: The frequency is increased to the next level

Unlikely: The frequency is reduced to the next level

Normal: The frequency remains

Review

- **It is important that any risk assessment is reviewed:**
- **If it is found that doors regularly require maintenance the frequency of ppm should be increased.**
- **If it is found they never (or very infrequently) require maintenance, the frequency of ppm should be reduced.**
- **There is no reason that the frequency of ppm cannot be reduced to greater than 12 months, to several years even, if the doors are still maintained to Article 17.**

Risk based approach

A similar risk based approach can be utilised for other maintenance elements.

For Instance:

Fire Dampers

Fire Compartmentation

SFG20 Task frequency

Daily, weekly and monthly tasks

The nature of the task

Who performs the tasks

SFG20 weekly fire alarm testing

Fire detection and warning system	1W	<p>Test fire-detection and warning systems, manually-operated warning devices, door holdopen devices, and electronically-controlled locking mechanisms and other devices interfaced with the fire-alarm control panel, following the manufacturer's or installer's instructions.</p> <p>All fire detection and alarm systems should be inspected weekly. In particular, it should be ensured that:</p> <ul style="list-style-type: none">a) the control equipment is able to receive a fire signal and to initiate the evacuation procedure, recording which trigger device has been used in accordance with BS 5839-1;b) any standby batteries are in good condition and the fuel, oil	Designated Person
-----------------------------------	----	--	-------------------

SFG20 link to BS

Refers to BS for specific tasks.

Simplifies SFG20

Includes a skilling key

SKILLING KEY							
AA	Not-specified	AD	Appointed Person	AE	Authorising Engineer	AF	Authorising Engineer (Fire)
AG	Authorising Engineer (Lifts)	AH	Authorised Person (HV)	AL	Authorised Person (LV)	AN	Authorised Person (Lifts)
AP	Authorised Person	BL	Building Trade	CE	Controls Engineer	CF	Competent Person (Fire)
CH	Competent Person (HV)	CL	Competent Person (LV)	CM	Competent Person (Lifts)	CO	Contractor
CP	Competent Person	DH	Duty Holder	DP	Designated Person	DQ	Designated Persons (Lifts)
E	Electrical	FC	Facilities Coordinator	FM	Facilities Manager	FN	Facilities Operative
FO	Fire Officer	FS	Fire Safety Manager	GS	Gas Safe	IC	Infection Control Officer
LO	Locksmith	LS	Lift Steward	M	Mechanical	ME	M&E
MM	Management	MN	Manager	MS	Multi-skilled	OP	Operator
PA	Plant Attendant	PN	Painter	PO	Prison Officer	PP	Plumber
PT	Pool Attendant	RE	Refrigeration Engineer	SP	Specialist	TE	Technician
U	User						

U User

SFG20 Advantages

- 1. Ensures compliance with current standards.**
- 2. All required information in one place or referenced and easily accessed**
- 3. Tasks are easily scheduled and includes expected time**
- 4. Risk based approach which reduces unnecessary maintenance and expenditure whilst targeting highest risk.**
- 5. Saves time checking multiple sets of guidance in the form of Approved Codes of Practice, Approved Documents, Guidance Notes, HTM, British/EU Standards and Industry Guidance.**

8

Q&A