

Planning for the Future

Protecting your asset through long term maintenance and cost planning

“Along with being their home, our customers property is likely one of their most notable financial investments. It is imperative that the building retains its appeal and value over time and we achieve this through considered, regular planned maintenance.”

Emma Power, Chief Operating Officer

Our approach to planned preventative maintenance covers everything from mechanical and electrical services and structural condition to redecorating and gutter clearing.

To ascertain the building requirements, an independent expert evaluation is instructed and carried out by a surveyor*. This report is designed to be the foundation stone of our long-term management strategy and sets out the maintenance and replacement requirements of each area. The surveyor is able to make decisions about what maintenance works should be carried out as they are experts who understand the life-cycle of the building and the tell-tale signs of deterioration.

The detailed survey prioritises work, grouping areas to create economies of scale in terms of fixed costs, like scaffolding. The report will also take into account the recommendations of other specialist reports such as those written for lifts, and statutory reports such as the fire risk assessment.

Estimated costs for each element are provided.

The report allows our team to extract key information in respect of the proactive maintenance requirements. Warwick Estates operates an electronic compliance system, where all assets are entered into our database and maintenance tasks assigned in accordance with the requirements set out in the report. The database produces regular reminders for our team, which enables us to liaise with our clients proactively regarding required works.

Note: *An example of a Planned Preventative Maintenance Schedule is provided overleaf for your review.*

Long Term Costing

Long-term maintenance planning also allows for long-term cost planning. The aim of long-term costing is to prepare for the repair and replacement costs of major components during the course of the building's life. It allows for reliable levels of service charge to be set, and an appropriate plan made for expenditure for the cost of future repair and maintenance.

Where the lease allows, this long-term costing forms the basis of the reserve fund planning which minimises the service charge variations year on year. If reserve funds are not permitted under the lease, we can utilise the long-term costing to make owners aware of the future expenditure to ensure they have ample opportunity to prepare for the financial implications.

In either event, it allows customers to understand their financial contribution towards future capital expenditure and not only prevents any unpleasant and expensive surprises when things unexpectedly go wrong, it also prevents expensive and time-consuming disputes.

Our approach to proactive management provides comfort to our clients and customers that their property is maintained to the highest standards, the service charge variations are minimised year on year and, ultimately, their asset is protected.

**This is an additional service carried out by a third party and will incur an additional cost that can usually be recovered through the service charges. Please ask a member of the team if you wish to receive a quote for this and they will contact our panel of experts to provide quotes.*

Example Planned Preventative Maintenance (PPM) Schedule

Item	Element	Description	Priority	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Totals
1.1	Scaffold	External scaffold access				£140,000										£140,000
2.0	ROOF / BALCONY WORKS															
2.1	Roof Terraces	Re-waterproofing to roof terrace	R&M			£15,000										£15,000
3.0	EXTERNAL WALLS															
3.1	Brickwork	Cleaning brickwork	DB			£10,000										£10,000
3.2	Brickwork	Brickwork Repairs	R&M			£10,000										£10,000
4.0	WINDOWS															
4.1	Overhaul Windows	Overhaul windows to include ease and adjust, etc.	R&M			£5,000										£5,000
4.2	Windows	Repairs / replacement	R&M			£60,000										£60,000
4.3	Windows	Mastic externally	R&M			£15,000										£15,000
5.0	DOORS															
5.1	Communal doors	Overhaul doors	H&S							£2,500						£2,500
6.0	INTERNAL DECORATIONS															
6.1	Internal Decorations (Material Costs)	Internal decoration of entrances, stair cores, landings,	R&M							£6,500						£6,500
7.0	FLOOR FINISHES															
7.1	Renew Floor Finishes	Renew carpet and/or vinyl floor finishes to communal areas	R&M							£40,000						£40,000
8.0	EXTERNAL DECORATIONS															
8.1	External decorations	External decoration of fascia boards, soffit boards, windows, external doors, balcony elements, etc.	R&M			£105,000										£105,000
9.0	MISCELLANEOUS															
9.1	Exposed Drainage Pipework	Decoration of exposed drainage pipework in undercroft car	R&M				£4,000									£4,000
9.2	Decoration of Car Park Soffit	Decoration of fireline board	R&M				£12,000									£12,000
9.3	Intercom System (Advised just replaced)	Replace every 10yrs (2029)	R&M													£ -
9.4	Lift (1 No. 8 person lift installed 2013)	Replacement every 20yrs (2033) and overhaul every 10yrs (2023)	R&M					£31,000								£31,000
9.5	Electrical Distribution	Overhaul/Replace (Overdue)	R&M						£26,500							£26,500
10.0	FINANCIAL SUMMARY															
10.1	Sub Total (Year One Basis) i.e. No Inflation			£0	£0	£360,000	£16,000	£31,000	£26,500	£49,000	£0	£0	£0	£0	£0	£482,500
10.2	Preliminaries @ 10%			£0	£ -	£ 36,000.00	£ 1,600.00	£ 3,100.00	£ 2,650.00	£ 4,900.00	£ -	£ -	£ -	£ -	£ -	£48,250
10.3	Contingency @ 10%			£0	£0	£39,600	£1,760	£3,410	£2,915	£5,390	£0	£0	£0	£0	£0	£53,075
10.4	Sub-Total			£0	£0	£435,600	£19,360	£37,510	£32,065	£59,290	£0	£0	£0	£0	£0	£583,825
10.5	Professional Fees @ 12.5%			£0	£ -	£ 54,450.00	£ 2,420.00	£ 4,688.75	£ 4,008.13	£ 7,411.25	£ -	£ -	£ -	£ -	£ -	£72,978
10.6	Sub Total			£0	£0	£490,050	£21,780	£42,199	£36,073	£66,701	£0	£0	£0	£0	£0	£656,803
10.7	VAT @20%			£0	£0	£98,010	£4,356	£8,440	£7,215	£13,340	£0	£0	£0	£0	£0	£131,361
TOTAL				£0	£0	£588,060	£26,136	£50,639	£43,288	£80,042	£0	£0	£0	£0	£0	£788,164