

A hand holding a white plastic bottle of raspberry flavour yogurt drink. The bottle has a red and white label with a raspberry illustration and the text 'raspberry flavour yogurt drink' and '500g e'. The bottle is held in front of a green recycling bin. The background shows a wooden floor and a person's legs in black leggings. On the left side of the image, there is a vertical column of decorative elements: a series of circles in shades of brown, black, and white, and a series of plus signs in white and yellow.

# YOUTH INVESTMENT FUND

# GREENER FACILITIES MANAGEMENT FOR YOUTH INVESTMENT FUND GRANTEEES



# ABOUT THIS GUIDE

The Youth Investment Fund was developed to create, expand, and improve local youth facilities and their services in the out of school youth sector, to drive positive outcomes for young people, including improved mental and physical wellbeing, and skills for life and work. It aims to transform and level up the out-of-school youth sector.

The Youth Investment Fund is funded by the UK Government and being delivered by Social Investment Business, in partnership with the National Youth Agency (NYA), Key Fund and Resonance.

This guide is designed for Youth Investment Fund (YIF) grantees, and where relevant, their delivery partners, to support the management of new or refurbished facilities, with a focus on environmental sustainability. The guide is for grantees that own the freehold of their facilities, as well as grantees or delivery partners that are responsible for managing a facility as part of a lease. Within the YIF, a facility includes a space in which open access provision for young people takes place. This might be a building dedicated to young people; a building that hosts a range of activities including youth activities; an outdoor space such as a garden, sports pitch or Multi Use Games Area; or a playground. Facilities may also have the potential to be used as income-generating assets: available for rent by the public, for example, or with workspaces that can be leased or sub-let to other community organisations.

The maintenance and management of community land and buildings is often overlooked, leading to neglect and deterioration, which wastes resources and risks non-compliance. However, with a systematic approach, facilities can be effectively managed in an environmentally friendly way, benefiting young people, communities and the planet.

This guide introduces key terms and requirements, with helpful checklists and sources of support. It is intended to sit alongside high-quality youth work practice and principles, including youth participation and voice, safeguarding, and equity and inclusion.

Commissioned by YIF Central Support, this guide was developed by Lorraine Hart, a qualified planner with 25 years of experience at the Environment Trust, a leading development trust in London. During her tenure, Lorraine delivered environmental education programs and collaborated with colleagues on projects including green homes, workspaces, parks, and playgrounds, notably contributing to the Millennium project, Mile End Park, with its innovative earth-sheltered buildings. In 2008, Lorraine and her colleague, Jon Aldenton, co-founded Community Land Use, a consultancy dedicated to community asset development, management, and business support.



# INTRODUCTION

The maintenance and management of land, buildings and facilities is often a problem in both the private and public sector. For organisations that thrive on supporting and connecting with people, buildings and land tend not to be the focus of their day-to-day work unless something is wrong. As a result, such facilities are easily neglected, especially if there are other more pressing things to spend money on for an organisation – like actually delivering services.

Although land and buildings take a while to deteriorate, they can quickly become unfit for the purpose for which they were intended. Run down community centres and parks are eventually abandoned by their users, outdated workspaces and shops are quickly vacated, and neglected housing becomes unfit to live in. They cease to be community assets, and risk draining resources. As a result, the hard-won funds organisations secure to build or improve a facility, and its environmental performance are wasted.

Whether organisations can properly look after and prevent the deterioration of assets is seen as a key risk to funders of capital projects, like the Youth Investment Fund, and to local government when considering whether to transfer ownership of land and buildings to voluntary and community organisations or provide funding and other support to groups who run and use buildings. Due to the technical issues sometimes involved, a voluntary or community organisation will have to work quite hard to show that they are capable of taking good care of their facilities.

It is easy to take too simple an approach to these responsibilities and neglect the wide range of activities involved. In particular, this includes the need to take a strategic view of the life of a facility and its use over time to fulfil organisational requirements and objectives, as well as protect the planet and the building's use of natural and other limited resources. An overly simplistic approach creates a risk of legal non-compliance, relating to the statutory testing of equipment and up to date policies, for example.

However, a systematic approach to managing facilities is not rocket science and it can be done in green ways that are friendly to the planet and great for the young people and wider communities.

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# SECTION 1: GETTING HELP

Lots of organisations, large and small, face the same challenges in running their building and managing their facilities. It is possible to find organisations with experiences similar to yours and share information and support with peers. Here are a few things you can do to find those organisations and their people:

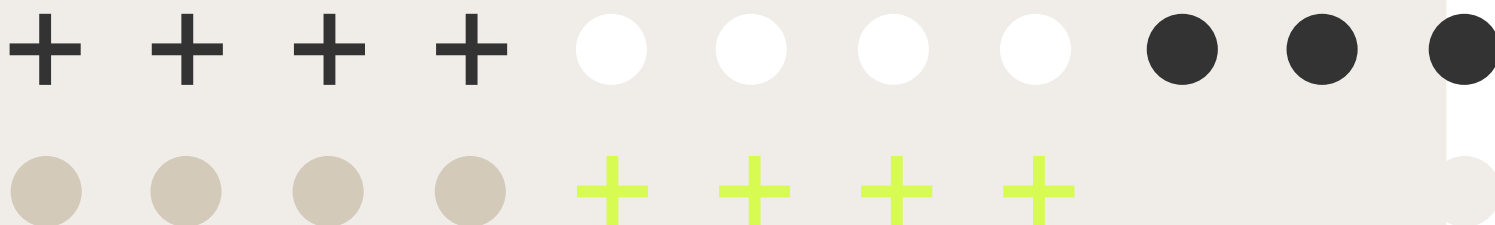
## REACH OUT TO OTHERS:


Join the YIF peer networks and contact organisations with youth and community facilities that you know about in your area. You can get advice and visit buildings to see their own practice in action. You can often find a list of community venues for hire on your local council web site. You can also contact your local Council for Voluntary Service (CVS), Parish Council or networks that have members that are similar to you as an organisation. You can find your local CVS [here](#) if they are a member of the National Association for Voluntary and Community Action (NAVCA). Many of them run networks of organisations who manage a building or similar facility. If you are a Scouts Group you can find your local District Association or Commissioner [here](#).

## LOOK FOR SOURCES OF TRAINING AND ADVICE:

There are organisations that run training and provide information on all aspects of community buildings. [Community Matters](#) produces a free email bulletin, for example. Other sources of advice include dedicated publications from [Locality](#), free advice from [the Ethical Property Foundation](#), and the community projects from [the Centre for Sustainable Energy](#).

Whilst the YIF is still active, grantees can ask their Relationship Manager for advice and support on any of the issues raised in this guide.





# SECTION 2: **GREENING THE MANAGEMENT OF YOUR FACILITIES**

It's quite possible to run your building to be non-polluting, climate friendly and careful with limited natural resources, like air, water, soil, stone, plants, animals, and fossil fuels. There are some limitations – we do not yet have building materials that are all unproblematic for the environment - but improvements are being made as awareness grows of environmental impacts and damage to human health.

The key responsibilities of Facilities Management can be achieved in a greener way by considering the following questions carefully:



# FACILITIES MANAGEMENT: MAKING IT GREENER CHECKLIST

Do we have what we need to be greener? You will need to consider...

## A WASTE POLICY AND PRACTICE THAT:

- ✓ Reduces waste by avoiding unnecessary consumption of limited natural resources (all food, materials, energy, water). People should be encouraged to turn off lights, heating (and close windows) televisions, monitors and other equipment when not in use. It's more environmentally friendly, saves money and helps reduce fire risk. There are a whole series of [Office Energy Efficiency Guides](#) from the Carbon Trust. Events can be run more sustainably too in terms of waste, getting people there and using non disposable equipment
- ✓ Prioritises donation to others, re-use and recycling
- ✓ Reduces your waste disposal costs. The Hippo '[Grants Up for Grabs](#)' scheme awards free waste disposal help to applications from UK charities and community groups.
- ✓ Minimises the use of water – see [minimising water waste](#) in your office.
- ✓ Ensures that hazardous items, such as oils, chemicals, fluorescent tubes, batteries etc, and electrical items are disposed of properly and not simply dumped in the bin. Where possible using rechargeable batteries will help with energy saving.
- ✓ Ensures that waste is dealt with responsibly, particularly things that do not recycle easily and are toxic to the environment e.g. polystyrene and plastics.

## A PURCHASING POLICY AND PRACTICE THAT:

- ✓ Prioritises use of sustainable sources of energy e.g. renewable energy suppliers
- ✓ Avoids over-ordering all materials
- ✓ Encourages the use of effective environmentally friendly cleaning products and other products such as e-cloths
- ✓ Looks at where products come from – the “supply chain” – how far did it travel to get to you? Is it [fair trade](#)? To find eco-friendly suppliers, try the [Green Providers Directory](#)
- ✓ Considers what items purchased are made of – plastic/polluting, oil-based materials, peat?
- ✓ Avoids the use of plastics. See the Plastic Free Foundation, Plastic Free July has [a wide range of ideas](#) from coffee cups to pet care that can be adopted by individuals or organisations
- ✓ Before items are purchased, considers whether they are easy to repair or replace.

## TRAVEL POLICIES FOR STAFF/VOLUNTEERS AND EVENTS THAT:

- ✓ Ensures that staff/volunteers, where practicable, make use of the public transport system
- ✓ Encourages shared transport use by staff, volunteers and building visitors where it is practicable
- ✓ When travelling by plane for work, ensures staff/volunteers book a non-stop flight, because these take the most direct route to the destination. Flying economy is best - business class carbon footprint is typically double economy.

## COMMUNICATIONS PRACTICES THAT:

- ✓ Coordinate meeting timings and locations to minimise travel
- ✓ Regularly review the work of meetings to reduce committee sizes and frequency of meetings and use online tools instead. This cuts travel, can save wasted work time and is often more popular.

## WHERE WE CAN'T MANAGE OUR FACILITY OURSELVES, IN-HOUSE, AN OUTSOURCING POLICY THAT:

- ✓ Reduces the need to travel
- ✓ Keeps the money you pay for the task in the local economy and community supporting local jobs and businesses
- ✓ Specifies the materials that contractors/suppliers must use, ensuring that they are less harmful to the planet (for example, re-used, recycled, contaminant free or a more sustainable product/material)
- ✓ Encourages contractors/providers to sign up to set standards in relation to waste and recycling: [Trader Recycling Universal Standard registration Scheme](#)

# SECTION 3:

# FACILITIES MANAGEMENT – WHAT IS IT?

The activities associated with maintaining buildings and associated spaces (such as playgrounds, for example, or sports pitches) and managing their use are put together as ‘facilities management’, the main components of which are set out on the following page.

The nature volume of these activities will differ from facility to facility depending on their overall size and complexity. Some facilities may require dedicated property management staff for these activities; others may require the activities to be absorbed within existing staff roles or the recruitment of new staff and/or service contractors. Volunteer-led organisations will need to consider the capacity demands associated with facilities management, and what it means for their team.

The Operations and Maintenance Manual (O&M Manual) for your facility will provide detailed information about systems and equipment, including diagrams, operating instructions, maintenance procedures, and safety protocols. The manual should include information about the facility’s mechanical, electrical, plumbing, heating, cooling, and ventilation systems. It should also provide details about the facility’s security systems, fire safety systems, and other safety features. The O&M Manual will help facilities management with information about how to keep the facility compliant with relevant laws and regulation. Estimating what is required for facilities management (and how much it will cost) is a key element of deciding whether a facility is viable and sustainable into the future – climate proof, safe for users and with running costs covered (this may include the potential for revenue generation through renting space, for example).

It is worth considering the tasks and activities in detail to decide who is going to be responsible for them and their delivery. This is likely to include members of Management Committees, staff, and – where relevant - Non-Exec Directors and Trustees.



# FACILITIES MANAGEMENT HIERARCHY

## STRATEGIC FACILITIES MANAGEMENT

These strategic decisions are usually the responsibility of your governing body (trustees/directors)

**Property Policies**  
(who may rent or use an asset and on what terms)

**Capital strategy and asset management planning**  
(how the asset is invested in)

**Capital programme management**  
(managing the investment in the property)

**Landlord responsibilities**  
(insurance, statutory compliances)

**Business Risks and Continuity**  
(making sure that the bills are paid and that the building remains usable)

The tasks below are usually the responsibility of staff, external contractors or volunteers depending on the size and financial strength of the organisation

## SITE MAINTENANCE AND MANAGEMENT

Responsible Person (Fire and H&S)

Grounds maintenance

Security

Health and safety compliance

Parking

Safeguarding

## BUILDING MAINTENANCE

Repairs

Cyclical preventative planned maintenance

## CUSTOMER SERVICE

Reception

Tenant/user liaison

## CONTRACTOR/STAFF AND VOLUNTEER MANAGEMENT

Negotiating contracts/tasks

Cleaning

Catering

Grounds maintenance

Security

Repairs

For voluntary and community groups that do not own their facility, the terms of their lease will set out their responsibilities for the facility. Sometimes the detail of a lease can affect the extent to which a community group has responsibility for insuring, repairing and maintaining a building, including some of the issues above. This is why it is important for an organisation to check its lease carefully to know and understand their responsibilities and obligations.



# SECTION 4:

# MEETING KEY RESPONSIBILITIES IN FACILITIES MANAGEMENT – IN A GREENER WAY

## GAS SAFETY

Ensure that the building has an annual inspection by an official Gas Safe registered engineer and keep records of the annual gas safety inspections for a minimum of two years to ensure that all gas installations and appliances are safe. This is required by the Gas Safety (Installation and Use) Regulations 1998 (“the Gas Safety Regulations”). If groups fail to adhere to the Gas Safety Regulations, the Health and Safety Executive (HSE) warns that you could face a large fine, or even imprisonment.

Get rid of a gas supply as soon as you can. There are lots of options that will depend on your building and your needs but at least plan what you need and put it on your fundraising and future plan list.

## FIRE SAFETY

In addition to the Gas Safety Regulations, the Regulatory Reform (Fire Safety) Order 2005 (“the Order”) imposes various duties on the community organisation responsible for the building with regards to fire safety. This includes the safety from fire of any employees, volunteers and any visitors to the building.

These duties mainly relate to taking general fire precautions to ensure that people are safe in the event of a fire by carrying out a **Fire Risk Assessment** and keeping this under review. This is likely to include ensuring that the premises, any fire safety equipment and emergency routes and exits are properly marked and maintained and kept in working order. Information and training on this should be provided for employees, volunteers and building users. You can find a five step assessment process to download [here](#).

The liability for compliance with the Order rests primarily with the community organisation. A person found guilty of non-compliance with the Order is liable to a fine and, in the most serious cases, imprisonment if proceedings are brought in the Crown Court.

Fire detection systems are the best way to avoid using fire extinguishers, which can be hazardous if not used properly.

## ELECTRICAL SAFETY

Community organisations that run buildings have to ensure that all reasonable steps and precautions are made to prevent personal injury to people using the building and the damage to the building itself. Failure to do so may result in very substantial claims for compensation. The law places a responsibility on organisations that run community buildings to ensure that safety standards are maintained. Electrical Safety First has made recommendations as to how testing should be carried out and how often. It recommends that testing is carried out **every five years**.

Portable electrical appliances that have a plug that is intended to be connected to a wall socket also need to have a **Portable Appliance Test** to ensure their safe use. This can include items such as electric drills, monitors, printers, PCs, kettles and larger items like photocopiers, vending machines and others. When you renew appliance make sure you get the best rated ones.

## REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)

Under these regulations a community organisation that runs a building must report incidents of death, injury or disease at work. Many of these will not be relevant to the running of a community building and activities that take place in them, but accidents that result in injury should be checked against the regulations so that reports can be made if necessary.

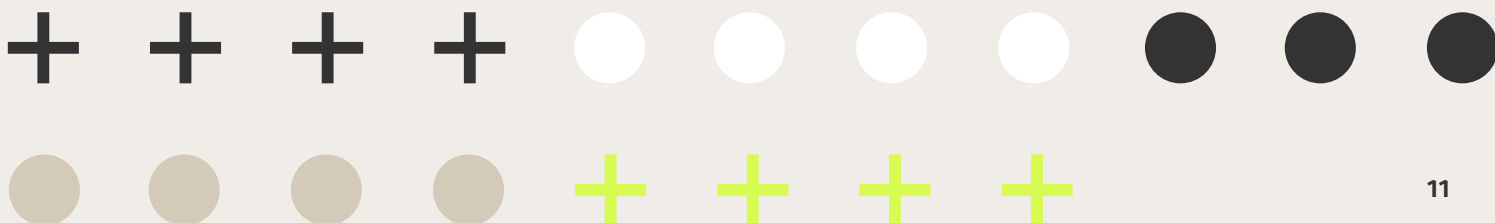
An accident book should be kept recording all the details of any accident occurring in the building. This should include the date and time of the accident, the nature of the injuries and the cause of the accident (how it happened) who was injured (name and address), who is recording it and what was done (e.g. administering first aid, calling emergency services).

## MANAGING ASBESTOS

It is important to note that **buildings constructed after 2000 should not contain asbestos**, but anything built before this time will need to be assessed. This should be addressed as part of your YIF construction project. The presence of asbestos within a property does not mean that it automatically needs to be removed, but it needs to be identified and managed safely and surveyed and documented in an Asbestos Management Report under the control of Asbestos Regulations 2012. This is important as any work that is carried out to the part of the building containing asbestos or an asbestos containing material would need to be done by a licenced contractor, a list of whom can be found on the Health and Safety Executive website.

## HEALTH AND SAFETY

Community organisations that run buildings are responsible for providing a reasonable temperature, enough space, ventilation and lighting, toilets and washing facilities, drinking water and safe equipment for the building to be used safely by employees and users. This is where responsibility for Legionnaires Testing comes in to ensure that water is safe and undertake and keep under review a **Health and Safety Assessment** of the building. If a community organisation fails to comply with health and safety laws, then it can be prosecuted under the Health and Safety at Work etc. Act 1974. The Royal Society for the Prevention of Accidents has identified a five-step approach to doing an assessment shown in the table below.



# FIVE STEPS TO UNDERTAKE A HEALTH AND SAFETY ASSESSMENT

## STEP 1: IDENTIFY THE HAZARDS

In order to identify hazards, you need to understand the difference between a 'hazard' and 'risk'. A hazard is 'something with the potential to cause harm' and a risk is 'the likelihood of that potential harm being realised'. Hazards can be identified by using a number of different techniques such as walking round the space, or asking your employees, users or visitors.

## STEP 2: DECIDE WHO MIGHT BE HARMED AND HOW

Once you have identified a number of hazards you need to understand who might be harmed and how, such as 'people working in the kitchen', or members of the public (for example, the young people using your provision).

## STEP 3: EVALUATE THE RISKS AND DECIDE ON CONTROL MEASURES

After 'identifying the hazards' and 'deciding who might be harmed and how' you are then required to protect the people from harm. The hazards can either be removed completely or the risks controlled so that the injury is unlikely.

## STEP 4: RECORD YOUR FINDINGS

Your findings should be written down. It's a legal requirement where there are five or more employees; and by recording the findings it shows that you have identified the hazards, decided who could be harmed and how, and also shows how you plan to eliminate the risks and hazards.

## STEP 5: REVIEW YOUR ASSESSMENT AND UPDATE AS AND WHEN NECESSARY

If anything changes in the facility, you should re-visit your assessment

Some hazards are specifically regulated under the **Control of Substances Hazardous to Health Regulations (COSHH)** and ideally are included in a **Health and Safety Assessment**. In a community building setting, chemicals used for cleaning, grounds maintenance, pest control etc., should be managed carefully (for example stored safely with no public access). You can find an overview leaflet on COSHH on the Health and Safety Executive web site [here](#).



## FIXTURES AND FITTINGS


Essentially, fixtures are items in a property that are attached to it. Fittings, meanwhile, are items that aren't attached to the property, unless by a screw or nail - for example, a mirror or picture.

Examples of fixtures include lifts, air conditioning equipment, automatic opening doors, fire equipment, sanitary ware, lightning conductors, CCTV, boilers, radiators, alarms (fire and intruder) and lighting (internal external). In youth facilities, fixtures might also include some equipment in a recording studio, such as audio equipment, for example.


Many of these are covered by the legal requirements for fire, gas, electrical and health and safety.

You should also ensure that furniture (seats, tables, cupboard doors etc.) is regularly checked to meet health and safety requirements as part of a **Health and Safety Assessment**.

## MAINTENANCE




Where a lease is in place, the responsibilities of both parties (the landlord and the community organisation that runs the building – the tenant) should be clearly set out in the lease.



Typically, the tenant is required to keep the premises in good or substantial repair and condition (this usually includes repairing broken items, decoration internally and externally etc.) even if they were not in good condition at the start of the lease. This is often known as a full repairing lease and it would be sensible for a tenant to have a survey carried out to assess the condition of the property before you enter into a lease so you have an idea of any potential claim for dilapidations at the end of the lease term (A simple photographic survey internally and externally of rooms, windows, doors roof gutters etc. is a good baseline).





## FOOD HYGIENE





Some community buildings have kitchens and sometimes cafes open to the public. Food Hygiene regulations are applicable to these activities and food businesses such as cafes need to be registered with the local council. In general terms, the issues to be examined in relation to the food activities in a facility need to address the "Four C's": cross-contamination, cleaning, cooking and chilling. These will affect how food is stored, cleaning regimes for kitchens and kitchen equipment and guidance on cooking food that will not create a hazard to health. The [Food Standards Agency](#) has lots of guidance to look at how food hygiene affects the running of a community building using best practice.





## FORMAL AGREEMENTS WITH LAND AND BUILDING USERS

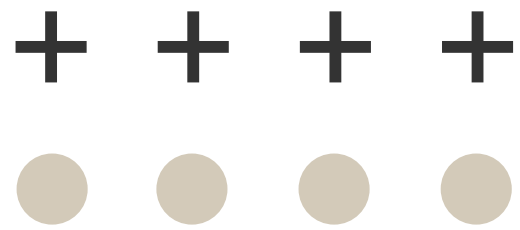


Building owners or people who have provided leases to community organisations need to protect their own and others' interests when they make their facilities available for use. Their exact responsibilities will depend on the nature of the facility, but it is important to manage the expectations of users and to be clear about the terms on which their use is made possible. This will need to be done via formal agreements, which may take the form of a lease, licence or hire agreement that may also be accompanied by Rules for Users. What kind of agreement is entered into will be determined by the nature of the facility, the legal structure of the organisation managing/owning it and the terms under which they are allowed to make it available to others (some leases or planning permissions specify opening hours for example).



In addition, some facilities may require that service charges on top of rent/hire charges need to be agreed with users, which will also be the subject of formal agreement.



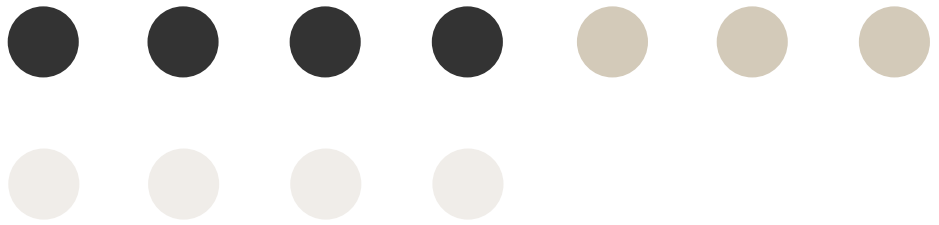


# SECTION 5:

## PLANNING MAINTENANCE AND MANAGEMENT ACTIVITIES: SOME USEFUL CHECKLISTS

The principal maintenance and management activities associated with buildings and facilities are shown in the tables below. It does not include all the potential requirements since this will depend on the building and the organisation managing it. However, these lists can be used to decide which activities will be relevant to a building and how they can be addressed operationally by the organisation that is responsible for the building. Use them as a checklist to decide whether they are relevant to you and need action. You can do this with all your staff/volunteers or Board members as a group activity to get the ball rolling and agree a plan.






MAINTENANCE ACTIVITY	RELEVANT TO YOU AND COMPLETED? YES/NO	ACTION REQUIRED BY WHO AND WHEN?
<p><b>Insurance</b> (Land/Buildings/public liability/ employers' liability/contents)</p> <p>For example: Develop specifications, Inventories, Risk assessments Negotiate and secure cover, administer renewals</p>		
<p><b>Cleaning</b></p> <p>For example: Development of specifications for contractors or staff members</p>		
<p><b>Gardening</b></p> <p>For example: Develop specifications and approved contractors for work Supervision of contractors/ employees</p>		
<p><b>Cyclical Maintenance (decoration etc)</b></p> <p>For example: Development of specifications and approved contractors for works Supervision of contractors/ employees</p>		
<p><b>Health and Safety</b></p> <p>For example: Development of risk assessments and policy Inspection/testing</p>		
<p><b>Repairs and renewals</b></p> <p>For example: Determining whether <u>building regulations</u> apply Development of specifications Approved contractors for works</p>		
<p><b>Security</b></p> <p>For example: Development of specifications and contractor/employee supervision</p>		
<p><b>Rates</b></p> <p>For example: Registration of property Payments</p>		



MAINTENANCE ACTIVITY	RELEVANT TO YOU AND COMPLETED? YES/NO	ACTION REQUIRED BY WHO AND WHEN?
<p><b>Utility fire and health and safety compliance</b></p> <p>For example: Certifications and inspections, development of specifications</p>		
<p><b>Administration</b></p> <p>For example: Dealing with correspondence related to maintenance activities, complaints etc Keeping records, collecting monitoring information</p>		
<p><b>Marketing/Letting</b></p> <p>For example: Preparation and agreement of terms for tenancies/ leases and licences Development of booking, hiring policies and prices (many of these activities can be automated by using an online booking platform) Sales of property interests (leaseholds/freeholds) Specification of service contracts employees and contractors</p>		
<p><b>Promotion/publicity</b></p> <p>For example: Advertising Development and production of publicity materials, web sites and social media</p>		
<p><b>Tenants' liaison</b></p> <p>For example: Inspections Credit control Liaison over repairs/improvements/ parking Support programmes - individual support to tenants of buildings on lettings and management issues Safeguarding</p>		
<p><b>Administration</b></p> <p>For example: Rents/Services charges administration and credit control Keeping records Collection of Monitoring information – building users, numbers of enterprises, employees etc.</p>		







All these activities are focussed on the requirements of maintaining and managing a facility. Your ability to do this effectively is linked to core organisational capacity related to:

- *Recruitment, Retention and Management of staff and volunteers* - development of contracts, supervision and management processes; continuous professional development and training; safeguarding
- *Management of contractors* - development of contracts, supervision and management processes; procurement and commissioning; quality control and quality assurance
- *Governance of the organisation* – developing any membership of the organisation; supporting its governing body or developing outreach or consultative events to inform future planning; adapting or amending governing documents where necessary to include the management of facilities
- *Administration* – maintaining an office/address; communications (IT, Telephone etc) company and charity reporting correspondence; maintaining records; managing the admin associated with hiring, sub-letting or renting space
- *Financial Strategy and Administration* – accurately forecasting and tracking costs/ expenditure relating to facilities management; collecting rents, hire fees and other income; bookkeeping; administering expenditure and income; audit and reporting/ accounting for grants, loans and so on
- *Legal Compliance* for example Health and safety as an employer; VAT/Company/charity annual returns etc.
- *Commercial and outreach* – developing and managing social media campaigns to attract new users to the facility or to advertise spaces for rent; assessing the efficacy of outreach efforts
- *Management of projects* made possible by other fundraising or income generation from buildings
- *Monitoring and Evaluation activity* - Keeping records and collecting information to both monitor outputs and gather data on outcomes/impact

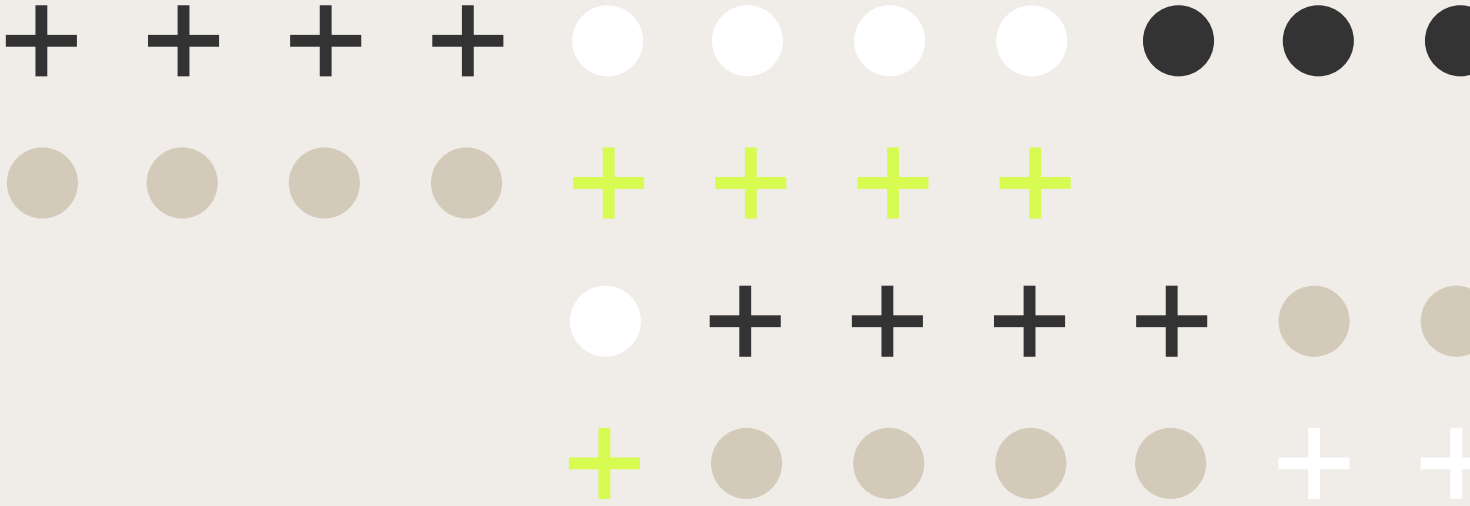
# SECTION 6:

## WHAT ABOUT THE COSTS?

Key maintenance activities necessary for running a legally compliant facility often cost money. These costs will need to be factored into your organisational budget or running costs. You may need to begin including a proportion of these costs in funding bids or tenders, or use the costs as a basis for working out charges for hiring space, for example.

The key items are shown below. There is also a cost estimate – but treat these with caution. Costs will depend heavily on the size and nature of your systems and their age and condition. These figures are for guidance, but they should help to make sure that you are not missing out any important items in your budget. As a priority, you will need to determine any responsibilities and restrictions on you regarding maintenance: some suppliers/installers, for example, will insist that they undertake all maintenance within a certain timeframe in order to protect any guarantee. Where relevant, get a quote for a qualified provider of the service. Where items are not annual, you will need to make a part allowance over several years to budget to cover the cost.

INSPECTION/TESTING	TIMING	ESTIMATE OF COST £
<b>Fire alarm and detection systems</b>	Twice Yearly	£100 to 500
<b>Portable Appliance Testing</b>	Yearly check	£1.25 to £2 per item if you have less than 50
<b>Boilers</b>	Yearly check	£100 to £300
<b>Electrical Installation Condition Report (EICR)</b>	Every 5 years.	£600-1,500
<b>Licences, (TV, PRS, PPL, other equipment) if you want to play music for classes, performances or events</b>	Yearly renewal	£159 for TV, PRS/PPL for music can be anything from 50 pence to £1.20 per day. Some discounts apply for charities. You can check <a href="#">here</a>
<b>Burglar Alarm system inspection</b>	Yearly checks	£90 - £300
<b>Lifts</b>	Yearly checks	£100 - £600



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The Youth Investment Fund was established in August 2022 for the UK Government by Social Investment Business (registered company no. 057774B4, registered charity no. 1117185) in partnership with National Youth Agency (registered company no. 2912597, registered charity no. 1035804), Key Fund (registered company no. 4502557) and Resonance (registered company no. 04418625)

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