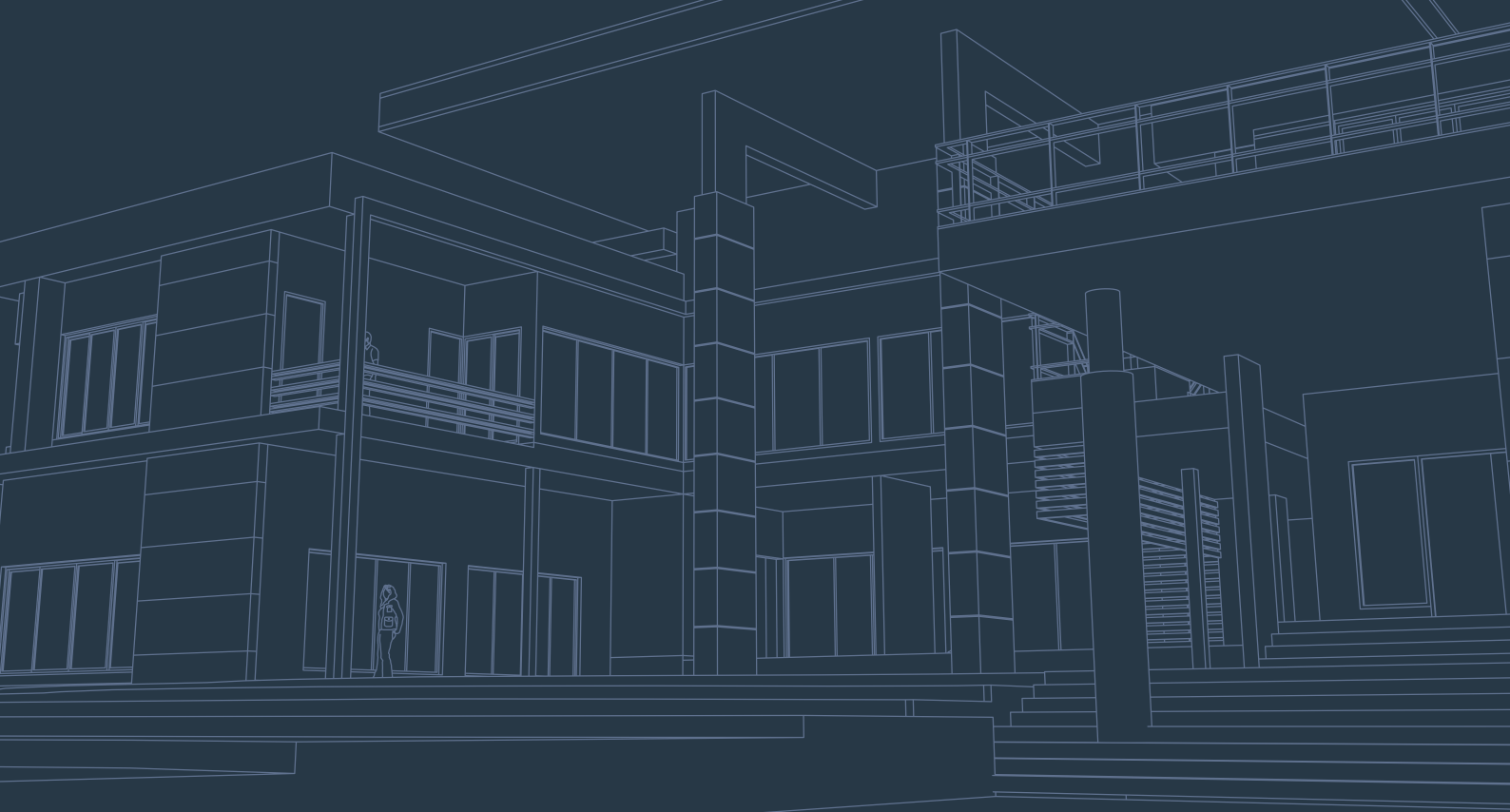




# Property Management



2024-25

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# About Us

*At Concertus Design & Property Consultants, we understand that the needs and goals of each client are unique, and that's why we offer tailored services to meet those specific requirements.*

**We provide a flexible and responsive approach that ensures we deliver results that meet the highest standards of quality. Our comprehensive Property Management service is designed to allow our clients to focus on their core business while we take care of their property.**

From planned preventative maintenance to reactive works, we have the expertise, experience, and resources to ensure that your property is safe, secure, and compliant with all relevant regulations and standards. Our commitment to compliance ensures that all works are carried out following the necessary guidelines, giving our clients peace of mind that their property is being taken care of in the best possible way.

We believe in working closely with our clients to understand their goals and objectives, providing advice, guidance, and support to help them achieve their ambitions. Our customer service focus means that we are always available to answer questions, provide updates, and offer support whenever it is needed. With our Property Management services, you can be confident that your property is being looked after by professionals who care about your success.



# Property Account Management

*Our team is composed of highly skilled individuals who understand the complexities involved in managing properties. We appreciate that property management can be a daunting task, which is why we are committed to providing our clients with the support they need to succeed.*

**Our Property Account Managers are knowledgeable and committed to delivering the best possible service. We take the time to understand our clients' unique needs and requirements, and we tailor our services to meet those needs, we are here to help.**

We believe that our clients deserve the highest level of service and support, and we work tirelessly to ensure that they receive just that. Our goal is to help our clients manage their properties more efficiently and effectively so that they can focus on other areas of their business. With our team of experts by your side, you can rest assured that your property management needs are in good hands.

## Compliance Maintenance Review

Our Property Compliance Maintenance Review ensures that all properties under our management comply with the relevant rules and regulations. This review involves a thorough inspection of the property to check whether it meets the required standards of safety, cleanliness, and maintenance. Our team of experienced professionals conducts this review periodically to ensure that any issues related to the property are addressed promptly.

## Asbestos Condition Management

Our Asbestos Condition Review is an essential tool for any building owner or manager who wants to ensure compliance with asbestos regulations, protect the health and safety of building occupants, and manage asbestos-containing materials safely and effectively. Our Asbestos Condition Review provides you with the peace of mind that your building is safe and compliant with all applicable regulations and guidelines.

# Planned Preventative Maintenance

*Our Planned Preventative Maintenance (PPM) programme is an essential component of any building maintenance strategy, as it helps to ensure that equipment and systems are maintained to the required standard and that potential issues are identified and addressed before they become problems. We are aligned with SFG20 standards that cover over 600 equipment types and provide guidance on the frequency and type of maintenance required for each item. By using SFG20, organisations can ensure that their PPM program is based on industry best practices and that all equipment and systems are maintained to the required standard.*



Working with our service partner Dalkia, we ensure maintenance tasks, checks and risk assessments are carried out by a competent person. Our first step is working with sites to understand the maintenance tasks required to comply with legislation and any business-critical tasks to develop a maintenance schedule in line with SFG20 ([www.sfg20.co.uk](http://www.sfg20.co.uk)).





# Statutory Testing and Inspections

## 5-YEAR FIXED WIRE ELECTRICAL INSPECTION

To ensure the safety of your electrical installation, it is crucial to conduct the necessary inspections on your fixed wire assets. These inspections are necessary to ensure that your electrical installation complies with the statutory requirements of BS7671.

## 5-YEAR GAS TIGHTNESS INSPECTION

This inspection is conducted to ensure that gas pipework installations meet the requirements set by "The Gas Safety (Installation and Use) Regulations 1998". The cost of servicing is based on the gross internal area and the number of gas meters present.

## TM44 AIR CONDITIONING

To ensure the energy efficiency of air conditioning (AC) systems with a capacity of 12kW or higher, it is required to conduct testing. This is mandated by "the Energy Performance of Buildings Regulations" to promote energy efficiency and reduce carbon emissions. The cost of this testing is standard and is determined by the size of the AC system being tested.

## LEGIONELLA RISK ASSESSMENT

A Legionella Risk Assessment (LRA) is a crucial step in ensuring the safety of the people in your building. This assessment is required by law under the Health and Safety at Work Act 1974, and it is the responsibility of building managers to conduct one. An LRA is necessary to identify potential risks associated with Legionella bacteria in the water systems of a building. Our team of experts will review your building's water systems and information available to provide you with a thorough risk assessment.



# Additional Services

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**External Lighting Checks**

**Drainage Clearance**

**Site Surveys**

**Project Management**

**Water Hygiene Checks**

**Portable Appliance Testing**

**Handyman Services**

**Fire Risk Assessments**

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