

## LJJ Ltd - Planned Preventative Maintenance Service.

### Company Overview

The company was formed in 2001 as a private limited company and is a multi-disciplined organisation capable of completing major mechanical, electrical and public health service contracts in a professional and client friendly manner.

LJJ Ltd is an established company with headquarters in Stockton-On-Tees, a regional office based in High Wycombe carrying out works in the south of England, and our Central Office in Coventry covering the midlands.

Our expertise embraces the full range of services of commercial and industrial installations. We provide a national service working competitively throughout Great Britain. The company currently has an established infrastructure with a planned turnover around £60m in 2018.

LJJ Ltd specialise in the design installation and commissioning of mechanical and electrical services in all types of commercial, industrial, public sector, Retail and communal housing projects within the public and private sectors including public health, data and communication cabling, HV and LV installations, air conditioning, heating and cold water services.

The company recognised that to sustain growth and ensure that the management of its policies were carried out in a professional manner it should establish a quality plan, which is implemented on all projects.

A policy of health and safety and welfare is operated and managed by designated members of staff and responsible director.

The company operates an equal opportunity policy and manages the business with due regard to environmental and sustainability issues.

### Planned Preventative Maintenance Service

As detailed in our Company Overview above, LJJ Ltd primarily specialised in the design, installation and commissioning of Building Services. However, in the past a number of our valued Clients have approached us and asked if we could provide a Planned Preventative Maintenance proposal to look after their assets, plant and equipment in the operational phase. Although this wasn't a recognised part of our business LJJ Ltd have successfully provided this service across a number of projects and have since embraced this as an additional service to our core business. Thus providing a complete 'cradle to grave' offering to our Clients.

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## **Planned Preventative Maintenance Proposals**

In accordance with Health and Safety legislation employers are required to carry out servicing, maintenance, testing and statutory inspections, on the plant, equipment and systems installed within their business properties. To ensure the health, safety and welfare of its employees, visitors, contractors and members of the public.

LJJ Ltd fully appreciate that for many businesses hitting targets, dealing with clients and managing the demands of running a successful company can take up a significant amount of the working day. Management duties are often focused on the long-term business objectives, whilst employees are busy trying to achieve their objectives. As a result the maintenance of the buildings plant and equipment can often become neglected and overlooked, with general repairs and maintenance activities only dealt with when a problem has already become a potential risk to Health Safety & Environment and a disruption to the business operation or service delivery.

To help mitigate the above scenario LJJ Ltd strongly recommend that implementing a Planned Preventative Maintenance (PPM) Plan will help to ensure the plant and equipment maintained within the plan operates smoothly and that your business is less likely to be disrupted due to an equipment or system failure.

### **1. Why have a Planned Preventative Maintenance Plan?**

A reactive approach to equipment maintenance means waiting for something to break before you fix it. This means you are not really in control. You will be panicking to fix problems as they occur. PPM Plans allow you to take a more proactive strategy.

In simple terms all machinery and equipment generally needs to be serviced and maintained to keep it operating efficiently. This will be based on the manufacturer's suggested maintenance requirements etc. For example, many car manufacturers recommend you change the engine oil, replace filters and service your car every 12,000 miles or annually, whichever comes first. This routine maintenance improves reliability, prevents breakdowns, expensive repairs and increases the lifecycle of the car.

The same analogy is true within your business. Aside from your day to day operations, maintaining your building and assets in a safe compliant condition is a priority. Having a PPM plan with regular inspections and repairs will help to keep your assets, plant and equipment in good condition, avoiding bigger issues, costly repairs and the risk of business disruption and loss of revenue due to potential downtime. These maintenance activities will be based on manufacturer's recommendations, good practice and relevant British Standards.

Even more important is the potential of a non-compliance of a statutory maintenance requirement. A statutory inspection or test is one required by law. It is not negotiable and must be complied with. Failure to comply could result in a large fine and possibly a custodial sentence for the person or persons responsible for the asset.

There may also be implications regarding the validity of your Insurance cover if statutory maintenance requirements aren't satisfied in the event of a claim.

### **2. What are the benefits of a PPM Plan?**

There are numerous benefits from implementing a PPM plan to assist you with your planned maintenance activities. Some of these are as follows however, this is not an exhaustive list and we would be happy to discuss this in more detail with you.

- **Creating a safer working environment**

As mentioned previously, implementing a PPM plan to capture and report against your maintenance activities can help your business to comply with the various Health and Safety Regulations, Statutory Compliance Legislation, Guidance and Manufacturers recommendations. Following recently introduced guidance from the courts substantial penalties could be imposed on the business or individuals if there is a breach in Health and Safety in the workplace.

- **Reducing costs**

Though implementing a PPM plan may incur some initial set-up costs, the long-term benefits and cost savings far outweigh this initial outlay. Emergency call-out costs can be extremely high, and the indirect costs to the business of equipment down time can soon mount up, not including the costs of replacing anything that has too much damage and is no longer economical to repair.

A PPM plan will ensure that equipment is maintained and parts are replaced as and when needed, extending the life of the equipment.

If assets are correctly maintained any manufacturer's warranties and builders defect liability periods are more likely to be achieved by producing evidence of maintenance inspections, servicing etc. In the event of a failure.

Serviced plant and equipment operates more efficiently potentially reducing operating and energy costs.

A contribution of reduced down time, better financial planning and increased productivity all contribute to the cost saving benefits achieved when regular PPM is undertaken.

- **Regular, Scheduled Visits**

Service engineers visit clients in accordance with the agreed PPM schedule. These regular visits ensure that the service engineers will become familiar with the building fabric and equipment, the benefits of which will ensure that any additional issues would be noticed allowing them to be actioned accordingly before they become a problem.

Scheduled visits also allow your business to be informed of any attendance on site so they can make any necessary arrangements.

We will provide a Site Log Book to be left on site for the engineers to complete during their visits.

- **Financial Planning**

Paying for adhoc repairs can quickly mount up and the unpredictable nature of breakdowns doesn't allow for accurate financial planning. Regular PPM however is delivered at a regular cost which can be budgeted for and an allowance for any contingent sums can be made.

Through the LJJ Ltd supplier chain we can include for an on-site stock of materials and spares to be procured. These could be used during the maintenance period. This would allow businesses to budget for and reduce the impact on potential delays due to procurement lead times. We could also agree site stock levels with you.

- **Out of Hours Maintenance**

It's appreciated that not every business operates between 9am to 5pm. Due to the nature of some market sectors i.e. Retail, Leisure etc. where attendance may not be appropriate when customers are within the premises. Therefore the PPM activities can be scheduled at times that are suitable and safe for clients and their customers.

- **Decreased Downtime**

Downtime for any business is a negative. Although there is no guarantee to eradicate it completely, regular PPM activities can significantly reduce the potential for downtime of plant and equipment.

### **3. Developing and Implementing a bespoke PPM Plan**

To Summarise.

LJJ understand that building owners and occupiers may not all be aware of the inspection requirements (in some cases Statutory) with regard to their Building Services yet preventative maintenance is one of the single most effective things you can do to keep a building in a good working condition.

There are many reasons to justify Planned Preventative Maintenance within your business, such as to:

- Comply with the law, in particular health and safety requirements
- Comply with the terms of occupation (e.g. lease)
- Comply with the obligations of your Insurance policies
- Protect the value of your property as an investment
- Maximise plant utilisation and minimise no-availability of the engineering services
- Provide a service to the building occupants
- Ensure a safe, healthy environment for the building occupants
- Ensure energy is used efficiently
- Project and help protect a corporate image
- Fulfil a business need
- Following Practical Completion of new works the owner / occupier has a duty to maintain the installation during the Defects Liability Period

We hope you have found the above information helpful and it's given you a greater understanding of the benefits of maintaining your building and assets.

If you wish to discuss this further please do not hesitate to contact one of the team at LJJ Ltd Head Office.

We look forward to working closely with you to understand your business needs to develop a maintenance management package to protect your investment.

Finally - We would also be interested in any other opportunities relating to the design, installation and commissioning of Building Services.