The following is a checklist of things to think about when planning, tendering and managing maintenance or similar contracts.

**Planning:**

* Decide what it is you want – get out onto sites and have a good look around.
* How often do you want it, weekly, fortnightly, monthly?
* What do your parishioners want?
* Can you be creative? Wild areas, habitat/meadow/woodland areas for example.

**Tendering:**

* What do you need to provide? Site H&S info, job specification, maps. The more detail you can put in the better the submissions you’ll get.
* What to ask for? Tenderers H&S policies and procedures, evidence of experience, evidence of knowledge.
* What to look for in answers –
	1. Does the tenderer have good evidence of H&S adherence;
		1. Qualifications – Certificates of Competence for the equipment they use.
		2. Site paperwork – RAMS (generic and site specific)
		3. Adherence to legislation (HASAWA, PUWER, RIDDOR for example)
	2. Value for money – not necessarily the lowest price but what you get for the money.
	3. Evidence of thought process – is the response detailed and questions fully answered?
* Answer/clarify any queries promptly and to all tenderers.

**Managing:**

* Do a pre-com, preferably on the site. Detail the site specifics – hazards, who’s on site, are there any recent changes?
* Site visits – get out there! Be pro-active, don’t wait for complaints. Regular visits to site so you can see what’s going on. Arrange to meet contractor (not necessarily every time). Look for the good (more so) as much as the bad. Especially useful on longer term contracts (quarterly site meetings are a useful tool for CM).
* Reporting – keep council in the loop and be defendable.
* Record keeping – site diaries, email chains. Keep a contract folder. Be defendable.
* Build a working relationship with the contractor.