**MAINTENANCE SERVICES**

**STANDARD OPERATING PROCEDURE:**

**FINAINCIAL ARRANGEMENTS - PROJECT LIFE**

**Introduction**

This Standard Operating Procedure sets out the arrangements for the attribution of costs during a project and during/after handover

**Attribution of Costs**

The attribution of building costs during a project will be as follows:

**Pre-construction Phase:** Costs attributed to the relevant estate portfolio (Academic, Sport, Investment etc.).

**Construction Phase**: Costs attributed the construction project. Where construction work occupies only part of the building the project team must agree the apportionment of costs between the various parties before work commences.

**Handover & Occupation**: Costs attributed to the relevant estate portfolio (Academic, Sport, Investment etc.). Where a property transfers from one portfolio to another after handover the project team should ensure that new project codes are set up at least 4 weeks prior to handover. Project codes can be requested via the Maintenance Help Desk.

**Defects:** Project defects will be recharged to the project budget. Where the in-house team are involved in making good project defects then costs will be recharged to the project.