

Outline Specification

Specification for Testing, Installation, Dismantling, Maintenance & Storage:

1. Testing & Installation

- a) Pre-Installation PAT testing of stored lights must take place at suppliers own cost at least 12 weeks prior to installation to allow for replacement due to equipment failure. A written report is to be submitted to the Business and Facilities Manager, indicating the operational status of the lights upon completion of the certified testing.
- b) Preparation works and checking of power supplies for Christmas decorations to be started in good time to ensure that any necessary repairs can be carried out, at suppliers own cost, to allow installation work to commence.
- c) Installation work to be started annually at the end October/ beginning of November, and must be completed one week prior to switch on date (which in 2025, means installation must be finished by 7/11/25, ahead of the switch on date of 15/11/25). This *excludes* the lights on the route of the Remembrance Day (Sunday 9th November), which must *not* have lights on the route of the Service Parade between the Castle and the war memorial. Following the Remembrance Day Parade, the remainder of the lights on that route can be installed and tested - ie w/c 10/11/25.
- d) For health and safety reasons it is anticipated that the majority of work will need to be carried out during the early morning/evening/night-time. Any work must be carried out must be with the approval of Farnham Town Council's Business and Facilities Manager and team and with Surrey County Council Highways team if required.
- e) The installation must be carried out by electricians with the appropriate, up to date legally required qualifications. All current certifications of contracted installation electricians must be supplied to Farnham Town Council in advance of any work being undertaken.
- f) The Contractor and any subcontractors used must have a current HERS registration eligible to work on Surrey Highways and be fully compliant with NHSS8 for the duration of the contract (<https://thehea.org.uk/>).
- g) All required permissions and licences for installation and operation are the responsibility of the contractor.

2. Dismantling

- a) All lights to be turned off, and any removable fixings to be taken down as near as practicable to the 'twelfth night' of 15th January.
- b) All Christmas trees supplied are to be removed and disposed of by the Contractor and the area left clear of detritus.

3. Maintenance

- a) Maintenance and fault repairs may be required once the Contractor's motifs/lights have been installed and this must be dealt with as a matter of priority at suppliers own cost if leased, once reported, and within a maximum of 48 hours for *minor* repairs and 12 hours for *major* repairs.
- b) If *additional* cabling, electrical supply points, connectors, ties, nuts, bolts or wall fixings etc. are required for the scheme, then a one-off order will be given to the Contractor, by Farnham Town Council, after approving a quote.
- c) Any maintenance must only be carried out in consultation with the Supervising Officer.
- d) The catenary wires, plates, eye-bolts, and other fixings must be inspected annually prior to the display of the cross-street motifs. Documentation or certification of such must be recorded and submitted to the Business and Facilities Manager upon completion.

4. Storage

To arrange appropriate storage throughout the year for all the items as required, which must be accessible to FTC with reasonable notice.