



**PROPERTY & FACILITIES  
PARTNERSHIP**

Comprehensive property and facilities consultancy services  
for developers, property professionals and service partners

**WHAT WE DO**

Development & New Schemes  
Property & Block Management Consultancy  
Technical Services & Asset Management  
Procurement & Tendering  
Contract Mobilisation & Management  
Project Management & Cost Control  
Business Continuity & Emergency Planning  
Energy Management & Sustainability

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PROPERTY & FACILITIES  
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## SERVICE OFFERINGS



### Development & New Schemes

- Review of Design Strategy documents / draft specifications for functional and operational considerations
- Development of output specifications
- Estate Management Strategy development and refinement
- Estate staffing model and role profiles
- Advise on legal structuring of estate and consideration of deeds, wayleaves and licences
- Service charge budget calculations and apportionments
- Developer set-up budget compilation
- Void service charge forecasting
- Lease provision advice
- Amenities and services planning
- Area configuration and space planning
- District heating and communal energy strategy
- Advice relating to section 106 agreements and post-occupation planning conditions
- Liaison with head lessees and Housing Associations
- Phasing and handover plans
- Handover and move-in strategy
- Drafting Homeowner Manual content
- Set-Up and mobilisation planning
- Mobilisation project management and deployment
- Asset verification and defect management
- Snagging, defect management and warranty execution support

- Business Policy development and Standard Operating Procedure development
- Managing Agent tender (on behalf of freeholders)
- New business bid support (on behalf of managing agents)
- Management Agreement review
- Service charge budgeting and advice relating to apportionments, weighting and recoverability
- Capital Expenditure Planning
- Insurance policy requirements advice
- Staff training strategy
- Service charge compliance reviews / audits
- Advice relating to Landlord and Tenant disputes
- Auditing – property management & facilities management
- General management consultancy and support



### Property & Block Management Consultancy



## Technical Services & Asset Management

- Asset management strategy
- Asset verification
- Defect management
- Inspections & inventories
- Surveying & dilapidations
- Condition surveys
- Asset and area handover management
- PPM regime development, review and advice
- Lifecycle and Capital Expenditure Planning
- Software and technology solutions selection and implementation (CAFM, BMS, monitoring equipment)

- Incumbent contract audits
- Consultation with end users and key stakeholders
- Needs and gap analysis
- Cost exercises and budget forecasting
- Benchmarking and market analysis
- Scope, services and delivery specification
- Identification / recommendation of appropriate bidders
- Pre-Qualification Questionnaires
- Invitation to Tender and Tender Pack production
- Key Performance Indicators and Service Level Agreements compilation
- Tendering and procurement exercise management
- Tender evaluation and analysis
- Bidder interviews and competitive discourse
- Comparison to existing budget / previous expenditure
- Appointment recommendation
- s20 consultation advice and support
- New business bid support (on behalf of service providers)



## Procurement & Tendering



## Contract Mobilisation & Management

- Appointment and Letter of Intent compilation
- Contract terms negotiation
- Contract compilation
- Mobilisation for delivery (set-up, handover, audit trail, etc.)
- 30, 60, 90 day outputs
- Contract management (client agent and point of contact)
- Management reporting
- KPI tracking and analysis
- Finance tracking
- Contract variation management
- Contract performance auditing
- Statutory compliance and best practice auditing
- Sample works inspections
- Contract renewals
- Poor contract performance management and recovery plans
- Contract termination and exit
- Contract de-mobilisation management



## **Project Management & Cost Control**

- Planning Permission and Change of Use applications
- Licence for Alteration applications
- Concept and design development
- Feasibility studies
- Budget estimation and cost plan
- Specification development
- Local Authority and HSE correspondence
- Tender process management
- Contractor appointment
- Contract compilation
- Project programming
- Site set-up
- Contract administration
- Progress meetings and reporting
- Stakeholder communications
- Variation management
- Valuations and cost control
- Snagging
- Documentation collation and preparation
- Administration of defects periods and warranties
- Administration of retention
- Settlement of final account

- Business Continuity Management Policy and Programme development
- BCM Strategy embedding management and advice
- Business Impact Analysis
- Risk and threat mitigation procedures
- BCM solution design and recommendations
- Emergency and crisis response planning
- Responsibility matrix production and implementation
- SOP development (strategic-, tactical- and operational-level plans)
- BCM plan embedding, testing and review
- BCM programme validation and auditing
- Post-incident review
- Recommendations for continual improvement



## **Business Continuity & Emergency Planning**



## **Energy Management & Sustainability**

- Energy and Sustainability Strategies
- Corporate Social Responsibility Strategy compilation
- Energy procurement advice
- Metering & billing arrangements
- Bill validation
- Data analysis and holistic energy reporting
- System review and optimisation recommendations
- Cost benefit analysis and business case preparation
- Energy reduction projects
- Heat network regulation compliance
- Strategy embedding and stakeholder familiarisation