

## **TERMS AND CONDITIONS – CLEANING AND DISINFECTION**

### **Application and entire agreement**

1. These Terms and Conditions apply to the provision of the services detailed in our quotation (**Services**) by Panton McLeod a company registered in Scotland under number SC151720 whose registered office is at Unit 4B Tweed Mills, Dunsdale Rd, SELKIRK, TD7 5DZ (**we** or **us**) to the person buying the services (**you**).
2. You are deemed to have accepted these Terms and Conditions when you accept our quotation or from the date of any performance of the Services (whichever happens earlier) and these Terms and Conditions and our quotation (**the Contract**) are the entire agreement between us.
3. You acknowledge that you have not relied on any statement, promise or representation made or given by or on our behalf. These Conditions apply to the Contract to the exclusion of any other terms that you try to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

### **Interpretation**

4. A "business day" means any day other than a Saturday, Sunday or bank holiday in Scotland.
5. The headings in these Terms and Conditions are for convenience only and do not affect their interpretation.
6. Words imparting the singular number shall include the plural and vice-versa.

### **Services**

7. We warrant that we will use reasonable care and skill in our performance of the Services which will comply with the quotation, including any specification in all material respects. We can make any changes to the Services which are necessary to comply with any applicable law or safety requirement, and we will notify you if this is necessary.
8. We will use our reasonable endeavours to complete the performance of the Services within the time agreed or as set out in the quotation; however, time shall not be of the essence in the performance of our obligations.
9. A signed or authorised works order, purchase order or contract number will be required before any work can be started.
10. All of these Terms and Conditions apply to the supply of any goods as well as Services unless we specify otherwise.
11. General expectations for the delivery of Services are outlined in Appendix 1.

### **Your obligations**

12. You must obtain any permissions, consents, licences or otherwise that we need and must give us with access to any and all relevant information, materials, properties and any other matters which we need to provide the Services.

13. If you do not comply with clause 12, we can terminate the Services.

14. We are not liable for any delay or failure to provide the Services if this is caused by your failure to comply with the provisions of this section (**Your obligations**).

### **Fees**

15. The fees (**Fees**) for the Services are set out in the quotation.

16. You must pay us for any additional services provided by us that are not specified in the quotation in accordance with our then current, applicable daily rate in effect at the time of performance or such other rate as may be agreed between us, such additional services to be agreed in writing by both parties.

17. The Fees are exclusive of any applicable VAT and other taxes or levies which are imposed or charged by any competent authority.

### **Cancellation, amendments and delays**

18. We can withdraw, cancel or amend a quotation if it has not been accepted by you, or if the Services have not started, within a period of 14 days from the date of the quotation, (unless the quotation has been withdrawn).

19. Either we or you can cancel an order for any reason prior to your acceptance (or rejection) of the quotation.

20. If you want to amend any details of the Services you must tell us in writing as soon as possible. We will use reasonable endeavours to make any required changes and additional costs will be included in the Fees and invoiced to you.

21. If, due to circumstances beyond our control, including those set out in the clause below (**Circumstances beyond a party's control**), we must make any change in the Services or how they are provided, we will notify you immediately. We will use reasonable endeavours to keep any such changes to a minimum.

22. If Services are cancelled by you, then there will be a cancellation charge payable in accordance with clause 23

23. The cancellation charge will be calculated based on the details of the Services and Fees outlined in the Contract and will be in accordance with the table below:

	<b>All cancellation charges to include all costs occurred (mobilisation and equipment)</b>		
Notice given (to time on site)	Fixed rate	Saturdays (if team deployed)	Nightshift and Sundays (if team deployed)
1 week – 48 hours	£795 / team /day (up to 5 days)	£1,490 / team	£1,990 / team
<48 Hours	£995 / team / day (upto 5 days)		
<b>Same day or after work commences on site cancellation - Full quote price for the first 5 days will be payable. If we can find replacement work then we will not charge for the</b>			

**subsequent days of work past 5 days. If we cannot find replacement work for the subsequent days then a day rate of £995 per day for the full amount of quoted days will be payable.**

24. We will work to minimise any cancellation charges by using reasonable endeavours to re-deploy staff

### **Payment**

25. We will invoice you for payment of the Fees either:

- a. when we have completed the Services; or
- b. on the invoice dates that might be set out in the quotation.

26. You must pay the Fees due within 30 days of the date of our invoice or otherwise in accordance with any credit terms agreed between us.

27. Time for payment shall be of the essence of the Contract.

28. Without limiting any other right or remedy we have for statutory interest, if you do not pay within the period set out above, we will charge you interest at the rate of 10% per annum above the base lending rate of the Bank of England from time to time on the amount outstanding until payment is received in full.

29. All payments due under these Terms and Conditions must be made in full without any deduction or withholding except as required by law and neither of us can assert any credit, set-off or counterclaim against the other in order to justify withholding payment of any such amount in whole or in part.

30. If you do not pay within the period set out above, we can suspend any further provision of the Services and cancel any future services which have been ordered by, or otherwise arranged with, you.

31. Where payments are over 30 days overdue 3rd party collection agencies may be employed, and all associated costs added to the outstanding amount.

32. Receipts for payment will be issued by us only at your request.

33. All payments must be made in British Pounds unless otherwise agreed in writing between us.

### **Sub-Contracting and assignment**

34. We can at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of our rights under these Terms and Conditions and can subcontract or delegate in any manner any or all of our obligations to any third party.

35. You must not, without our prior written consent, assign, transfer, charge, subcontract or deal in any other manner with all or any of your rights or obligations under these Terms and Conditions.

## **Termination**

36. We can terminate the provision of the Services immediately if you:

- a. commit a material breach of your obligations under these Terms and Conditions; or
- b. fail to make pay any amount due under the Contract on the due date for payment; or are or become or, in our reasonable opinion,
- c. are about to become, the subject of a bankruptcy order or take advantage of any other statutory provision for the relief of insolvent debtor; or
- d. enter into a voluntary arrangement under Part 1 of the Insolvency Act 1986, or any other scheme or arrangement is made with its creditors; or
- e. convene any meeting of your creditors, enter into voluntary or compulsory liquidation, have a receiver, manager, administrator or administrative receiver appointed in respect of your assets or undertakings or any part of them, any documents are filed with the court for the appointment of an administrator in respect of you, notice of intention to appoint an administrator is given by you or any of your directors or by a qualifying floating charge holder (as defined in para. 14 of Schedule B1 of the Insolvency Act 1986), a resolution is passed or petition presented to any court for your winding up or for the granting of an administration order in respect of you, or any proceedings are commenced relating to your insolvency or possible insolvency.

## **Intellectual property**

37. We reserve all copyright and any other intellectual property rights which may subsist in any goods supplied in connection with the provision of the Services. We reserve the right to take any appropriate action to restrain or prevent the infringement of such intellectual property rights.

## **Liability and indemnity**

38. Our liability under these Terms and Conditions, and in breach of statutory duty, and in tort or misrepresentation or otherwise, shall be limited as set out in this clause.

39. The total amount of our liability is limited to the total amount of Fees payable by you under the Contract.

40. We are not liable (whether caused by our employees, agents or otherwise) in connection with our provision of the Services or the performance of any of our other obligations under these Terms and Conditions or the quotation for:

- a. any indirect, special or consequential loss, damage, costs, or expenses or;
- b. any loss of profits; loss of anticipated profits; loss of business; loss of data; loss of reputation or goodwill; business interruption; or, other third party claims; or
- c. any failure to perform any of our obligations if such delay or failure is due to any cause beyond our reasonable control; or
- d. any losses caused directly or indirectly by any failure or your breach in relation to your obligations; or

e. any losses arising directly or indirectly from the choice of Services and how they will meet your requirements or your use of the Services or any goods supplied in connection with the Services.

41. You must indemnify us against all damages, costs, claims and expenses suffered by us arising from any loss or damage to any equipment (including that belonging to third parties) caused by you or your agents or employees.

42. Nothing in these Terms and Conditions shall limit or exclude our liability for death or personal injury caused by our negligence, or for any fraudulent misrepresentation, or for any other matters for which it would be unlawful to exclude or limit liability.

#### **Circumstances beyond a party's control**

43. Neither of us is liable for any failure or delay in performing our obligations where such failure or delay results from any cause that is beyond the reasonable control of that party. Such causes include, but are not limited to: power failure, Internet Service Provider failure, industrial action, civil unrest, fire, flood, adverse weather, acts of terrorism, acts of war, governmental action or any other event that is beyond the control of the party in question. If the delay continues for a period of 90 days, either of us may terminate or cancel the Services to be carried out under these Terms and Conditions.

#### **Communications**

44. All notices under these Terms and Conditions must be in writing and signed by, or on behalf of, the party giving notice (or a duly authorised officer of that party).

45. Notices shall be deemed to have been duly given:

- a. when delivered, if delivered by courier or other messenger (including registered mail) during the normal business hours of the recipient;
- b. when sent, if transmitted by fax or email and a successful transmission report or return receipt is generated;
- c. on the fifth business day following mailing, if mailed by national ordinary mail; or
- d. on the tenth business day following mailing, if mailed by airmail.

46. All notices under these Terms and Conditions must be addressed to the most recent address, email address or fax number notified to the other party.

#### **No waiver**

47. No delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy nor stop further exercise of any other right, or remedy.

#### **Severance**

48. If one or more of these Terms and Conditions is found to be unlawful, invalid or otherwise unenforceable, that / those provisions will be deemed severed from the remainder of these Terms and Conditions (which will remain valid and enforceable).

### **Law and jurisdiction**

49. This Agreement shall be governed by and interpreted according to the law of Scotland and all disputes arising under the Agreement (including non-contractual disputes or claims) shall be subject to the exclusive jurisdiction of the Scottish courts.

## **APPENDIX 1**

### **GENERAL EXPECTATIONS FOR:**

#### **1. LEGIONELLA SERVICES**

#### **Allocation of responsibilities for the Control of Legionella**

The scope of the services completed will be limited to the cleaning and disinfection of hot or cold water systems only. As the duty holder you have specific responsibilities for the Control of Legionella. Details of these responsibilities and guidance can be found in HSE leaflet INDG458 - Legionnaires' Disease Brief Guide for Duty holders.

These services are registered with the Legionella Control Association.

The table below details the specific responsibilities allocated to the client or Panton McLeod to enable the delivery of the scope of works.

<b>Duties</b>	<b>Responsibility</b>
Conduct a Legionella risk assessment and establish any potential risk and provide details of risks to Panton McLeod (Ensure the person conducting the RA is competent to do so)	Client
Provision of system schematics	Client
Develop and implement programme for any identified corrective action	Client
Produce and issue programme of works	Client
Provide Panton McLeod with relevant H&S Information	Client
Provide safe access to the work area	Client
Provide details of dead legs and redundant pipework	Client
Gather information needed to plan and complete the work	Panton McLeod
Prepare and Issue task specific risk assessment and method statement	Panton McLeod
Provide Operating manual(s)	Client
Prepare and Issue COSHH Assessments	Panton McLeod
Provide appropriate PPE required for the work	Panton McLeod
Provide work permits	Client
Conduct agreed works	Panton McLeod
Emergency procedures for the works	Panton McLeod

Report emergencies during work	Panton McLeod
Identify the skills, provide trainings and assess competence of the person carrying the work	Panton McLeod
Neutralizing the disinfectant	Panton McLeod
Provide details for Effluent and Waste disposal	Client
Complete the work report and provide a copy	Panton McLeod
Maintain and retain the records	Client
Ensure non-conformities are advised to the client and escalate to enforcing authority if required	Panton McLeod
Take actions on the non-conformances identified	Client
Record non-conformances and track to conclusion	Panton McLeod
Maintain the water system, and the water in it, in a clean condition	Client

On completion of the work you will receive a Work Completion Certificate (WCC) prior to the team leaving site. You will also receive a written report within 7 days of completion of the work. **Please note that you have a legal responsibility to retain these records for a minimum period of 5 years.**