



**GLASGOW CITY COUNCIL**

**Neighbourhoods, Regeneration & Sustainability**

**231 George Street, Glasgow, G1 1RX**

**STAIR AND BACKCOURT LIGHTING SERVICE**

**0141 276 0513 or email [stairlighting@glasgow.gov.uk](mailto:stairlighting@glasgow.gov.uk)**

# **STAIR AND BACK COURT LIGHTING SERVICE GUIDE 2021/22**

## **ISSUE 1**

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### **STAIR AND BACK COURT LIGHTING SERVICE GUIDE**

Under Section 91 of the Civic Government (Scotland) Act 1982 Glasgow City Council are permitted to maintain lighting in common property and, as such, offers a Stairlighting Maintenance Service for installations that comply with the required standards as detailed within this Guide. This is a fully comprehensive maintenance service and the annual charges include the cost of all electricity consumed by the common lighting.

Where common lighting installations do not comply with the minimum standards for registration with the GCC Stairlighting Maintenance Service (or where owners elect not to register for the Service) it is the responsibility of the owners to provide and maintain lighting in the common property and arrange payment for all electricity consumed by the common lighting.

To allow common property owners (or their factors/agents) to register for and receive this Service, the Council have detailed the required installation standards for the common lighting within this Service Guide.

This Service Guide covers the following:-

- 1.0 Areas and lighting suitable for provision of the GCC Stair and Backcourt Lighting Service.**
- 2.0 The Stair and Backcourt Lighting Service (1 April 2021 - 31 March 2022).**
- 3.0 Applications for provision of the service, definitions and charges.**
- 4.0 Installation standards.**
- 5.0 Obligations of receivers of the service.**

### **APPENDICES**

- A1 - Wiring schematics and conduit details.**
- A2 - Certificate of Glasgow City Council's requirements for registration for the Stair and Backcourt Lighting Service.**
- A3 - Inspection and Test Certification and result sheets.**

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### **1.0 AREAS AND LIGHTING SUITABLE FOR THE PROVISION OF THE STAIR AND BACKCOURT LIGHTING SERVICE**

#### **1.1 Areas and lighting suitable for registration**

- 1.1.1 Lighting of common stairs.
- 1.1.2 Lighting of routes to the rear court area.
- 1.1.3 Lighting of the main common access entrance way by means of a building mounted luminaire.
- 1.1.4 Lighting of the rear court area by means of a building mounted luminaire.
- 1.1.5 Lighting of other areas as agreed by the Council.

#### **1.2 Areas and lighting which are not suitable for registration by Glasgow City Council for the Stair and Backcourt Lighting Service.**

- 1.2.1 Bin rooms, chute rooms, refuse area, drying areas or any other area protected by doors from common stairs.
- 1.2.2 Road lighting.
- 1.2.3 Pathway lighting.
- 1.2.4 Lighting of back courts in excess of 1.1.4.
- 1.2.5 Emergency lighting of common access routes.
- 1.2.6 Any area that isn't covered under Section 90 of the Civic Government (Scotland) Act 1982 ie where Building (Scotland) Regulations 2004 apply such as in sheltered housing complexes.

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### 2.0 **THE STAIR AND BACKCOURT LIGHTING SERVICE** (1 April 2021 - 31 March 2022)

2.0.1 The Glasgow City Council Stairlighting Maintenance Service is fully comprehensive, provides a 24/7 Call Centre for fault reporting and **includes the payment of all electricity** consumed by the lighting.

#### 2.1 **Glasgow City Council will maintain and replace where necessary:-**

- All stair light fittings
- All backcourt light fittings
- The lamps of the above fittings
- The stair and backcourt lighting control unit complete with all fuses or circuit breakers and time switch.
- Minor repairs to the wiring system.
- Periodic Inspection and Testing of the installation on a five year cycle.
- All light fittings and control equipment will also be periodically replaced with the latest energy efficient equipment at no extra charge.

#### 2.2 **Fault Reporting Procedure**

2.2.1 Stairlighting faults for properties that are registered for the Service can be reported to Glasgow City Council as detailed below:-

**24 Hour Call Centre: (Freephone) 0800 595 595.**

Alternatively faults may be reported by email to [contactcentre@citybuildingglasgow.co.uk](mailto:contactcentre@citybuildingglasgow.co.uk)

The common owners or their tenants will be responsible for reporting all defects to the free call reporting service.

2.2.2 **Repairs Control:** When reporting a fault, either to the Call Centre or by email, Glasgow City Council will require the following information:-

1. Name, address and telephone number of person reporting the fault
2. Address of the property to which the fault refers (if different)
3. Description of the fault giving locations of any lights affected

Each report will be allocated a job/client reference number and checked for duplication and recent completion. Faults should be attended to and repaired within the timescales given in Section 2.3.

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### 2.3 Service Quality (Service Level Standards)

2.3.1 Glasgow City Council will respond to, and correct, notified defects within the following performance indicators.

<u>Call Centre Service Quality</u>	<u>Target (%)</u>
Satisfaction with Call Centre Access/Service	90%
<u>Operation Activities</u>	
Dark Stair/Dark Corridor 32 hrs	90%
Lamp Out 3 working days	90%
Light Fitting Renewal 3 working days	90%
Backcourt Light 5 working days	90%
Control Box 5 working days	90%

#### 2.3.2 Audit Activities

To ensure an effective service provision all activities shall be audited annually as follows:-

Reported faults – 1% by CBG

Planned equipment renewals – 1% by CBG

System Performance – 4% of installed units and 4% of properties by DRS

### 2.4 Applications

#### 2.4.1 New or Modified Installations

Applications to be registered for the service provided by the City Council or modifications to installations which are currently registered for this service shall be made in accordance with Section 3.0 to:-

Neighbourhoods, Regeneration & Sustainability  
Stair and Backcourt Lighting Service  
231 George Street  
Glasgow G1 1RX

or emailed to [stairlighting@glasgow.gov.uk](mailto:stairlighting@glasgow.gov.uk)

2.4.2 The common owners (or their agent) will be responsible for registering the installed Stair and Backcourt lighting system with the City Council and for notifying any changes to the installation after registration.

2.4.3 The City Council will maintain a list of all addresses and the details of each installation registered with the Stair and Backcourt lighting service.

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2.4.4 The City Council will be responsible for declaring the connected Stair and Backcourt lighting wattage to the supply authority.

2.4.5 The common owners will be responsible for the connection of any installation registered for the Stair and Backcourt lighting service to an unmetered supply authority service fuse (see Appendix A1-SD2).

### 2.5 Energy Charges

2.5.1 The City Council will pay all energy charges in respect of consumed electricity for all Stair and Backcourt lighting installations registered with the service.

### 2.6 Excluded from the service provided by Glasgow City Council:-

2.6.1 Initial supply and installation of the lighting system:-

- Containment system
- Wiring system
- Stair light fittings and lamps
- Back court light fittings and lamps
- Solar time switch
- The Stair & Backcourt lighting control box including fuses and MCB's
- The main fuse switch

2.6.2 The full replacement of the lighting system at the end of its serviceable life as determined by Periodic Inspection and Testing or where notified by Neighbourhoods, Regeneration & Sustainability.

2.6.3 Application and charges for connection of the Stair & Backcourt Lighting System to the supply authority's point of supply.

2.6.4 Vandalism and fire damage are excluded from the service.

The Council will treat one off damaged units as repair items but where this extends to extensive or repeated vandalism, it is required that owners address the social problem and pay cost of repairs.

The Council will treat single one-off fire damaged units or localised wiring faults as repair lines. Where the damage exceeds minor repairs it will be treated as life expired and should be covered by the owners' common insurance policy.

2.6.5 Repairs to the containment system.

### 2.7 User Complaints

2.7.1 The Council will investigate and report on user complaints within 10 working days of being notified, in writing, by the user of the complaint.

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### **3.0 APPLICATIONS**

3.0.1 Applications for new registrations (or modifications to existing registered properties) should be made to GCC, Neighbourhoods, Regeneration & Sustainability using the contact details on the front cover of this Service Guide. GCC will attempt to respond to all applications within 2 weeks but will advise on receipt of the application the expected date of response.

#### **3.1 Information to be Provided by Applicant**

3.1.1 Property Manager or agent of property/properties.

3.1.2 Full Postal Address(es) to which the application relates.

3.1.3 For modifications, details of the existing common lighting installation:-

- Location of all equipment (existing).
- Position of control unit (existing).
- Position and type of light fittings (existing).
- Proposed design modification in compliance with Section 3.

3.1.4 The above information shall be submitted in plan layout to the following standard:-

- Electronic (pdf format) and paper copy of each floor showing existing installation (see 3.1.3).
- Electronic (pdf format) and paper copy of each floor showing proposed installation.
- Above plans to be either 1:50 or 1:100 scale.
- Drawing symbols for common lighting installation shall be as detailed in Appendix 1-SD1.
- Total installation numbers for each type of equipment shall be detailed in summary form.

3.1.5 Controlled/Restricted Access

- Details of any controlled entry installation which must be provided with a service access button (operational between 8.00am and 1.00pm).

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### 3.2 General Design Parameters

3.2.1 Property Managers/Agents shall submit lighting designs based on the following parameters:-

- Lighting layouts must be designed to prevent adjoining areas becoming dark in the event of a fault. Therefore a maximum of 10 lights per circuit is permissible. Multiple circuits may be installed by using a contactor controlled from a solar dial clock. (Refer to Appendix A1 - SD3).
- Where the stair is designed such that all burners must operate on a 24 hour basis the wiring to these burners must be split over two independent circuits.
- Designs must be agreed with, and approved by Neighbourhoods, Regeneration & Sustainability (NRS) before commencement of works. NRS staff are available to offer design advice to ensure proposals comply with registration requirements by using contact details on front cover of this Service Guide.
- The electrical supply shall be taken from an unmetered electrical supply as detailed in Section 4.5.

### 3.2.2 Design (Tenemental type dwellings)

3.2.2.1 Entrance to Tenement

- Where required a scale burner shall be provided to illuminate the access to the common property at the close entrance doorway.
- This fitting shall not be sited directly above door openings and shall be protected from the weather by means of the building construction/design.
- Charges as detailed in Section 3.3.1

3.2.2.2 Ground Floor

- The first scale burner shall be provided within the common access passage.
- A second scale burner shall be provided at the ground floor stairwell, positioned adjacent to the stair leading to the upper floor.
- Charges as detailed in Section 3.3.1

3.2.2.3 Access to Rear Court

- Where required due to the building configuration and daylight levels, a scale burner or 24 hour burner shall be provided to illuminate the access to the rear door.
- Charges as detailed in Section 3.3.1 or 3.3.2

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### 3.2.2.4 Upper Floors

- A scale burner shall be provided at each floor landing illuminating the stair from the lower level or half landing and the stair to the upper level.
- Charges as detailed in Section 3.3.1

### 3.2.2.5 Rear Door/Back Court (Optional)

- A backcourt light fitting shall be provided to illuminate the rear doorway and adjacent courtyard. This fitting shall not be sited directly above door or window openings.
- Charges as detailed in Section 3.3.7

### 3.2.2.6 Pen Access (Pedestrian Only)

Where pedestrian access to the building or backcourt is by means of a pen:-

- A scale burner shall be provided within the pen.
- Where required, additional scale burners shall be provided.
- Charges as detailed in Section 3.3.1

### 3.2.2.7 Where the common access corridors and/or stairs are so designed that further scale burners are required these shall be provided:-

- In access corridors where fitting spacing is greater than 5 metres.
- At half landings.
- At stair wells where area is greater than 12 m<sup>2</sup>.
- Charges as detailed in Section 3.3.1

### 3.2.2.8 Where the building configuration and daylight levels are such that selected scale burners are required to operate 24 hours each day:

- 24 hour burners shall be provided.
- Charges as detailed in Section 3.3.1 or 3.3.2

### 3.2.2.9 Location of stair and backcourt lighting control box:

This unit must be located at ground floor level within the common close and preferably not located within a locked service cupboard or landlords service room.

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**NOTE:** Where, due to building configuration service cupboards are used, Scottish Power pattern locks **must** be fitted at the doors and maintained by the service user. Lock type: **9B001**

**Supplier – George Boyd**  
**300 Crownpoint Road**  
**Glasgow**  
**G40 2UJ**  
**0141 550 6100**

### 3.2.3 Design (Deck Access, Multi-Storey and other Non-tenemental Properties)

3.2.3.1 For the above types of properties the design for the lighting for common access routes and access stairs shall be in agreement with Neighbourhoods, Regeneration & Sustainability.

For general guidance the following parameters may be used:-

- Scale burners shall be spaced at intervals of 6 metres for lift landings and corridors.
- Scale burners shall be provided at all terminal landings for stairs and emergency stairs.
- For multi-storey properties (i.e. 8 storeys and above), at ground and upper floor levels, the scale and day burners may consist of a twin 11 Watt PL fluorescent fitting. Charges as detailed in 3.3.3 and 3.3.4.
- For 24 hour burners wiring must be split over more than one circuit for each level.

### 3.3 Definitions and Charges

3.3.0 Section 90(9) of the Civic Government (Scotland) Act 1982 allows Glasgow City Council to recover whole or part of the expense incurred in providing this service and the charges applicable are as detailed below:-

Annual Charges due 1<sup>st</sup> April 2021.

- |       |   |  |
|-------|---|--|
| 3.3.1 | Scale burner<br>Approved LED type         | - Luminaire which burns during the hours of darkness, controlled by a solar time switch  |
|       | Annual Maintenance Charge                 | - £21.97 each year or part year  |
| 3.3.2 | 24 hour (Day) burner<br>Approved LED type | - Luminaire which could have been a scale burner but because of the building configuration and/or daylight levels is required to burn 24hours each day |
|       | Annual Maintenance Charge                 | - £50.67 each per year or part year.   |

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- 3.3.3 Twin PL11, MSF (Scale) - Special PL luminaire which burns during the hours of darkness, controlled by a solar time switch
- Annual Maintenance Charge - £44.27 each per year or part year
- 3.3.4 Twin PL11, MSF (24 hour) - Special PL luminaire which burns 24 hours each day
- Annual Maintenance Charge - £80.54 each per year or part year
- 3.3.5 Non-Standard (Scale) - Non-standard luminaire which burns during the hours of darkness, controlled by a solar time switch
- Annual Maintenance Charge - £64.01 each per year or part year
- 3.3.6 Non-Standard (24 hour) - Non-standard luminaire which burns 24 hours per day
- Annual Maintenance Charge - £119.47 each per year or part year
- 3.3.7 Back Court light fittings - Wall mounted bulkhead which burns during the hours of darkness, controlled by a solar time switch
- Annual Maintenance Charge - £47.47 each per year or part year
- 3.3.8 Service Cover
- Annual System Charge - £26.86 for a tenemental property  
£80.48 for a slab block property  
£268.29 for a multi-storey flat property
- 3.3.9 The above listed charges cover the year 2021-22 or the period between registration and the 31<sup>st</sup> March 2022 and are subject to revision on the 1<sup>st</sup> April of 2022.
- 3.3.10 VAT will be charged at the current rate on all the charges listed above.

### **3.4 Payment of Charges**

- 3.4.1 All accounts fall due from 1<sup>st</sup> April 2021 or the date of registration.
- Owners or their agents must pay all applicable charges issued by Glasgow City Council within 90 days of date of issue of invoice.
- 3.4.2 Glasgow City Council will suspend the service provided to a registered address where such payment is not made with 90 days of date of issue of invoice.

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3.4.3 In the case of Multiple Ownership where properties are managed through a registered Property Manager or Housing Association the Council will provide a draft summary account statement 14 days prior to the actual invoice issue detailing the following:-

- List each registered address (Excel format).
- Amount due.

The purpose of this draft account is to:-

- Pre-notify Property Managers of addresses registered to them for the Service and accounts due to be issued.
- Provide Property Managers with a facility to check registered addresses and notify the Council of any changes i.e. transfers or demolitions.
- Allow Property Managers to initiate early recovery of charges.

3.4.4 Where an owner requests that an address is removed from the register of serviced addresses any refund of charges paid will be subject to the following conditions.

- Where the Council has been notified prior to the 1<sup>st</sup> April in any year then no charges will be due.
- Where the annual charges have been issued a refund equating to the annual charge times the percentages of days from the date of notifications to 31<sup>st</sup> March 2022 will be due for each address. An administration charge of £150.00 (plus VAT) will be due for each notified address.

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### **4.0 INSTALLATION STANDARDS**

4.0.1 The supply, installation and connection of any Stair and Backcourt Lighting installation for the purpose of registration of that installation with Glasgow City Council, shall be undertaken in compliance with these detailed installation standards.

#### **4.1 The Electrical Contractor**

4.1.1 The electrical contractor undertaking the installation must be VAT registered, suitably qualified and employ qualified electricians to undertake the installation works. These electricians must be registered and possess valid Scottish Joint Industries Board (SJIB) identification registration cards.

#### **4.2 The Installation**

4.2.1 The electrical contractor shall supply, install and erect the complete stair lighting installation comprising light fittings, lamps, control box, main supply isolator, the wiring system and all accessories.

4.2.2 The installation shall be as detailed in the plan layouts provided at the application stage by the owners or their agents and accepted in principle by Glasgow City Council (Refer to Section 3.1).

4.2.3 The installation shall comply with BS7671: 2018 Requirements for Electrical Installations (IET Wiring Regulations, 18<sup>th</sup> Edition), and all amendments made on or before the installation date.

#### **4.3 Refurbished Installations or Modifications**

4.3.1 Where the existing installation is being modified due to building fabric works, such as insulation rendering systems, then the following shall apply:-

- ◆ The circuit cables shall be replaced or altered to sustain a readily re-wirable system and maintainability.
- ◆ The light fittings/equipment shall be fixed in a way that allows removal without disruption to the building fabric works.
- ◆ Where re-cladding type works are being carried out then light fittings/equipment shall be securely fixed to the original building fabric.

4.3.2 The electrical contractor shall remove all redundant parts of the installation, including luminaires, photo electric cells or time switches, control equipment, switchgear and redundant sections of the wiring system.

4.3.3 Subject to written approval from Glasgow City Council, Neighbourhoods, Regeneration & Sustainability, the existing control box and luminaires may, if of an approved type as Section 4.13 and in good condition, be reused.

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### 4.4 Key Close Wiring System

4.4.1 All redundant wiring must be stripped out including former key close wiring to back court lighting systems and/or control systems linking groups of addresses. Where an electrical contractor identifies an existing control system still in use or connected to adjacent addresses they must notify Neighbourhoods, Regeneration & Sustainability of this in writing/email for corrective action by Glasgow City Council.

4.4.2 Where the backcourt light is part of a key close system, the existing outlet point shall be blanked off to permit continued use of adjacent addresses.

- Disconnect existing backcourt light.
- Supply and fit weatherproof (IP65) box lid to existing box, or complete box if required.
- Connect to permit adjacent addresses to continue to be operational.
- Where the address is the key close address, make temporary connection at control box and notify Neighbourhoods, Regeneration & Sustainability.

### 4.5 The Electrical Supply - Unmetered

4.5.1 The electrical supply shall be taken from the supply authority's cable head or distribution fuse board and shall be unmetered. Adjacent to this point of supply a 15 Amp switch-fuse (single pole with switched neutral) shall be erected and act as the dedicated means of isolation for the stair lighting installation.

Where a new unmetered supply is required enquiries should be made to Scottish Power Energy Networks, Energy Income Network Planning & Regulation, Ochil House, 10 Technology Ave, Hamilton International Business Park, Blantyre, G72 0HT.

Email: [unmeteredsuppliesenquiries@spenergynetworks.co.uk](mailto:unmeteredsuppliesenquiries@spenergynetworks.co.uk)

Tel: 0141 614 1616

Alternatively, an SPEN authorised contractor can be engaged to undertake work associated with the unmetered supply.

**No other common service shall be supplied from this dedicated switch-fuse, i.e. T.V. amplifiers, controlled access, fan systems etc.** This switch-fuse shall be clearly identified by means of an engraved label which shall be bolted to the unit.

### 4.6 Wiring system

4.6.1 The wiring between the supply authority's cut-out and the stair lighting switch fuse shall be undertaken in not less than 4 sqmm PVC insulated and sheathed copper cable.

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- 4.6.2 The wiring between the stair lighting switch-fuse and the control box shall be undertaken in no less than 4 sqmm PVCI copper cables in dedicated surface or flush galvanised conduit.
- 4.6.3 The wiring between the control box and luminaires shall be run in a dedicated wiring containment system for sole use of the public lighting installation.
- 4.6.4 The wiring between the control box and the 24 hour burners or scale burners shall be carried out in not less than 1.5 sqmm copper PVCI cables to BS6004:2000 contained in not less than 20mm diameter surface or flush galvanised conduit. An independent circuit protective conductor shall be provided for each circuit which shall be equal in size and specification to the phase circuit conductors.
- 4.6.5 All conduits and fittings installed as part of the public lighting installation shall be heavy duty class 4 to BS4568:1970 Parts 1 & 2. All connections shall be made using screwed threads, couplings, brass bushes and locking nuts. The use of Conlock conduit systems or similar is not permissible.

All conduit threads shall be treated to prevent corrosion by cleaning and painting with galvafruid paint.

All conduits shall be fixed at intervals not exceeding 1750mm and within 300mm of each conduit outlet box. In addition all boxes shall be independently fixed. Surface conduit shall be fixed by means of spacer bar saddles.

Existing conduit may only be reused if it complies with the above standard and all of the following:-

- is part of a dedicated wiring system
- is a minimum 20mm diameter surface steel conduit
- conduit boxes are provided at each termination and lighting outlet point.
- the continuity of the conduit when measured between the control box and the furthest lighting outlet point is less than **2 ohms**.

- 4.6.6 The wiring between the control box and backcourt luminaire shall be carried out in 3 core, 1.5 sqmm, 500 volt grade, copper MICS cable with an **overall P.V.C.S. (grey or white)** to BSEN60702: 2002. All MICS cable terminations shall be carried out utilising proprietary cable glands and earth tail pots. This cable shall be run at high level within the wall and fixed at intervals not exceeding 300mm. In addition all boxes shall be independently fixed.

The back court luminaire shall be wired on a separate dedicated circuit from the control box. This circuit operates on a separate channel of the timeclock with different control times to the stair lights.

The wiring to the back court luminaire may partially be undertaken in 1.5 sqmm PVCI copper cables in conduit which shall terminate in an adaptable box adjacent to the rear exit doorway. Conduit system all as detailed in drawing Appendix 1-SD4.

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- 4.6.7 All fixings shall be by means of not less than 40mm long brass No.8 screws and rawlplugs.

### 4.7 Stair Lighting Luminaires

- 4.7.1 The light fittings for stair lighting may consist of a mixture of 24 hour burners and scale burners. These fittings shall be approved LED type bulkheads as specified in Section 4.13.5.
- 4.7.2 Fittings shall be wall mounted at a height of 2300mm.
- 4.7.3 Fittings shall be fixed by means of two fixings to the conduit system and a further two independent fixings to the building fabric.
- 4.7.4 For surface conduit installations, the conduit shall either terminate at a through conduit box or an end conduit box.

The luminaires shall either be fixed to the conduit outlet and a pattress or alternatively the surface conduit and the conduit outlet box shall be recessed flush with the wall at the lighting outlet position.

Luminaires shall be fixed to the pattress using suitable size self-tapping screws.

The pattress shall be fixed independently to the building fabric by means of not less than two No.10 screws and rawlplugs.

A flying lead must be taken from the pattress to the conduit back box.

- 4.7.5 For flush conduit the conduit shall either terminate at a flush through box or a flush end box.
- 4.7.6 Where the conduit is run in a service riser the connection to light fittings shall be by means of a tee box in the riser and a short length of flush conduit terminating in a flush end box at the fitting position. Inspection panels must be provided in the service riser to allow access to all tee boxes.
- 4.7.7 Conduit and wiring shall not be allowed to pass through the light fittings.
- 4.7.8 Ceiling mounted fittings shall only be allowed if the mounting height is less than 2500mm and approved by Neighbourhoods, Regeneration & Sustainability in writing.
- 4.7.9 Fittings shall not be sited directly above stairs/steps or wall mounted above door openings.

### 4.8 The Backcourt Luminaire

- 4.8.1 The backcourt luminaire shall be an approved LED type bulkhead as specified in Section 4.13.7.
- 4.8.2 The fitting shall be wall mounted at a height of 4000mm.

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4.8.3 The fitting shall be secured by at least two 40mm No.8 brass screws and rawlplugs or an equal alternative method to suit the external wall construction or cladding.

4.8.4 Wiring shall terminate at a flush box behind the backcourt light fitting.

The wiring shall terminate at the outlet box by means of metal glands complete with compression rings to ensure water tightness and continuity and seals shall be rated at 105°C.

A suitable neoprene gasket shall be fitted between the lighting outlet box and the light fitting to ensure protection against ingress of water and the gap/edge between the fitting and the external wall shall be sealed with a suitable solvent based acrylic sealant.

Alternatively the wiring shall terminate at an RS Components RS222-143 IP65 surface enclosure (or approved equal) to the side elevation of the back court luminaire and connected by means of brass bushes, lock rings and gaskets to ensure water tightness.

It is not permissible to terminate the wiring directly into the body of the backcourt light fitting itself.

4.8.5 The fitting shall not be sited directly above stairs/steps or a door opening.

4.8.6 The fitting shall be sited to allow easy maintenance access.

### **4.9 Solar Time Switch**

4.9.1 The installation shall be controlled by means of a dual channel solar time switch as specified in Section 4.13.2. Each channel of the time switch has a different switching regime to permit different switching hours for the internal Stairlighting and backcourt light fittings.

4.9.2 The solar time switch shall be mounted within the control box and set to the correct date and time. (Refer to Drawing Appendix A1-SD2).

### **4.10 Control Box**

4.10.1 The supply for the stair and backcourt lighting installation shall be controlled by a 16Amp single pole switchfuse as specified in Section 4.13.1.

The 16Amp switchfuse shall be mounted at a height of 3000mm adjacent to the supply authority's fuse cut-out. It shall be fixed by not less than two 40 mm No.8 screws and rawlplugs.

4.10.2 The stair lighting shall be wired from the stair lighting control box as specified in Section 4.13.3 which will include all circuit protection, solar time switch, test switch, etc.

All wiring shall terminate at a metal box or Selc pattress box.

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The control box shall be mounted such that the gland plate is always at the top. If the cable entry is through the rear of the Eldon enclosure then the contractor shall cut a 32mm diameter hole approx. 90mm from the top to facilitate cable entry to align with the cable entry position of the consumer unit. A similar hole will be cut in the enclosure mounting plate. **Both holes must be fitted with a 32mm rubber grommet.** The enclosure door shall be hinged to suit the installation requirement. The internal wiring of the consumer unit shall be carried out in comb busbar and 1.5sqmm tri-rated cable to BS6231 as shown on Drawing No. Appendix A1 – SD2. A 10sqmm tri-rated neutral cable to BS6231 shall run from neutral terminal of the main switch to the neutral terminal block. A 4sqmm tri-rated earth cable to BS6231 shall run from the earth block of the consumer unit to the earth stud on the body of the enclosure and from the earth stud on the enclosure body to the earth stud on the enclosure door. If any conduits or cables are glanded into the gland plate then an additional 4sqmm tri-rated cable shall be run from the gland plate to the earth stud on the enclosure body. All earth cables shall be terminated in crimps and securely bolted to the earth studs.

The control box shall be located at high level within the property/close at a maximum height of 3000mm.

The control box shall be fixed by four 40mm brass No.8 screws and rawlplugs or equal to suit wall construction.

### 4.11 Cable Identification

- 4.11.1 All phase, phase-switched, neutral and circuit protective conductors shall be identified at the control box and light fittings. Cable colours must comply with the Harmonisation Requirements of Appendix 2, BS7671: 2018.

### 4.12 Earthing and Bonding

- 4.12.1 The stair and backcourt lighting installation shall be earthed and bonded to comply with Chapter 54 of BS7671:2018 - Requirements for Electrical Installations, IET Regulations, 18th Edition.
- 4.12.2 The main earth shall consist of a green and yellow PVCI copper cable of not less than 4 sqmm which shall run from the supply authority's earth terminal to the stair and back court lighting control box main earth terminal.
- 4.12.3 The main supplementary bonding conductors shall consist of not less than 4 sqmm green and yellow PVCI copper cables which shall cross bond between the control box main earth terminal and the following:-
- ◆ Control Box
  - ◆ Adaptable Box
  - ◆ Control Box pattress

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- 4.12.4 Individual circuit protective conductors shall be run for each lighting and control circuit.

The CPC's shall consist of not less than 1.5 sqmm PVCI green and yellow copper cables run in the conduit system.

The circuit protective conductors shall terminate at each outlet box in a single eye crimp secured to the outlet box with a fly lead protective conductor taken from this crimp to the equipment earth terminal.

For circuits wired in MICS, the CPC shall consist of a single core of the cable equal in size to the phase conductor.

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**4.13 Materials**

The materials and components installed in the Stair and Backcourt Lighting installation shall be selected from the following approved list of materials.

	<b>ITEM</b>	<b>MANUFACTURER</b>	<b>CAT. NO.</b>
4.13.1	16A SP switch fuse	M.E.M. Bill	15KXSC2F EMLF15IN
4.13.2	Solar Clock	Selc Electronics	Set 45-2SLG
4.13.3	Control Box * with inbuilt Solar Time Switch	A&D Cartwright OR Eldon enclosure c/w Lowe & Fletcher lock + Proteus consumer unit c/w MCB's	SEL 848 SLG  MAS0303015R5 RPT4333 PXL10
4.13.4	Control Box pattress	Aitken Electrics Art & Industrial Engraving Ltd	CBMPG _____
4.13.5	Stair light LED Luminaries	Thorn J & G Coughtrie Designplan	99935256 ESCORT LED 800 OP SFB 8W LED Gemini BES/3219-1
4.13.6	Stair light pattress units	J & G Coughtrie  Aitken Electrics  Art & Industrial Engraving Ltd	SFB16 SKIRT  BMP/WH BMB/GRY THBMP/G (THORN)** _____
4.13.7	Backcourt LED luminaire	Thorlux  J & G Coughtrie  Designplan	PL14897LFS22517  U300- 32LEDA/G/OP.SS/PSU/AB  DQR/1900NW/XW

\* For refurbishment of an existing installation, the existing control box, LED stairlight fittings and LED backcourt fittings may, under certain circumstances, be reused - see Section 4.3.

\*\* Special Pattress required for the Thorn Light (Aitken Electrical).

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### 4.14 Inspection and Testing

- 4.14.1 The stair and backcourt lighting installation shall be inspected and tested in accordance with Part 6 of BS7671:2018 - Requirements for Electrical Installations, IET Wiring Regulations, 18th Edition. The initial Electrical Installation Condition Report (EICR) shall be provided by the installation Contractor in paper format as detailed in Section 4.15.
- 4.14.2 Subsequent EICR's shall be carried out by Glasgow City Council (normally at 5 year intervals) in accordance with the provisions of the Service as outlined in Section 2.1. These reports shall be saved in electronic format on the GCC Contractor's online portal.
- 4.14.3 Where properties are managed through a Property Manager or Housing Association the Council will provide, on request, no more than once per year, a spreadsheet detailing the current test status of their properties. This will give the property address, EICR certificate number, date of last test and the date of the next due test. This spreadsheet will be provided free of charge. Where a Property Manager or Housing Association requests the actual EICR the Council will provide this in electronic format (pdf) at a charge of £5 + VAT per certificate to cover administration costs.

### 4.15 Certification

- 4.15.1 Forms of completion and inspection certification as prescribed by BS7671: 2018 shall be submitted to Neighbourhoods, Regeneration & Sustainability 231 George Street, Glasgow, G1 1RX, or emailed to [stairlighting@glasgow.gov.uk](mailto:stairlighting@glasgow.gov.uk) on the completion of the works, before the stair and backcourt lighting is registered for maintenance by Glasgow City Council.

Until these are submitted the contractor/property manager may be liable for all electricity charges in connection with the electrical consumption for the installation.

These forms shall detail the following:-

- ◆ Installation details
- ◆ Designer certification
- ◆ Construction certification
- ◆ Inspection and Test certification

- 4.15.2 The Inspection and Test certification shall contain a completed test result sheet detailing circuit measurements for continuity, insulation, earth loop impedance and prospective short circuit current.

Contractors shall also submit a Certificate of Compliance with Glasgow City Council's requirements for registration of stair and backcourt lighting (Appendix A2).

- 4.15.3 On receipt of the above certification, Glasgow City Council will inspect the installation to allow registration of the property. Where the documentation

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or installations are found not to comply with requirements, the Property Manager or agent shall be notified.

### 5.0 **OBLIGATIONS OF RECEIVERS OF THE SERVICE**

5.1 Common owners or their agents shall have the following obligations:-

- ◆ Act on Health & Safety notices issued by the Glasgow City Council within a reasonable time of issue of such notices.
- ◆ Notify NRS Stairlighting on 0141 276 0513 or by email to [stairlighting@glasgow.gov.uk](mailto:stairlighting@glasgow.gov.uk) of any contractors carrying out any work on the property that will impact on, or disturb any part of, the stair and backcourt lighting installation and provide a programme. Such work will normally require the Service to be temporarily suspended for the duration of the works and the Service will be fully restored on receipt of an acceptable, appropriate electrical test certificate. All alterations must comply with latest Service Guide requirements at the time of the alteration.
- ◆ For new applications or refurbishment of existing registered installations, ensure on completion of the works that the required certification is submitted to Glasgow City Council.
- ◆ Report all system faults to the Freephone service **0800-595-595** or email [contactcentre@citybuildingglasgow.co.uk](mailto:contactcentre@citybuildingglasgow.co.uk)
  - Give installation address
  - Nature of fault
  - Floor level of fault
- ◆ Pay all charges issued by Glasgow City Council within 90 days of issue of date of invoice.
- ◆ Notify Glasgow City Council of the agent or Property Manager to whom the invoice for any private charges should be sent. Where there is no agent or Property Manager, notify the name and address of an individual to whom the invoice should be sent and who will accept responsibility for payment of the sum invoiced.
- ◆ Advise Glasgow City Council of any change to the payment arrangements previously notified by contacting NRS using details on front cover of this Service Guide or email [CBSSStairlighting@glasgow.gov.uk](mailto:CBSSStairlighting@glasgow.gov.uk)

## APPENDIX A1 – SEPARATE ATTACHMENT

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APPENDIX A2



**NEIGHBOURHOODS, REGENERATION & SUSTAINABILITY**

**CERTIFICATE OF COMPLIANCE WITH GLASGOW CITY COUNCIL'S  
REQUIREMENTS FOR REGISTRATION OF STAIR & BACKCOURT LIGHTING**

Addresses \_\_\_\_\_

**1. DESIGN**

I/We confirm that the installation has been installed as agreed at application stage and as indicated on plans and information supplied as required by Section 3 of Glasgow City Council's Stair & Backcourt Lighting Service Guide.

**2. CERTIFICATION**

I/We enclose the certification in respect of the installation as required by Section 4.15 of Glasgow City Council's Stair & Backcourt Lighting Service Guide.

- 2.1 Installation Details
- 2.2 Designer Certification
- 2.3 Construction Certification
- 2.4 Inspection & Test Certification

**3. INSTALLATION STANDARDS**

I/We confirm that the installation has been installed to the requirements of Section 4 of Glasgow City Council's Stair & Backcourt Lighting Service Guide.

Schedule of inspected sections, tick (✓) item checked.

- 3.1 Wiring between Scottish Power fuse/service way and Isolating Switch  
4 sqmm PVCII copper double insulated cables
- 3.2 Wiring between isolating Switch and Lighting Control Box  
4 sqmm PVCII copper cables in dedicated galvanised conduit

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- 3.3 Wiring between control box and light fittings carried out in not less than 1.5 sqmm copper PVCI cables contained in not less than 20mm galvanised conduit
- 3.4 Wiring system is dedicated for sole use of the public lighting installation
- 3.5 Connection at control unit is by means of flush adaptable box
- 3.6 All cables are identified at terminations
- 3.7 Connection at light fittings is by means of:-
  - 3.7.1 Flush conduit boxes
  - 3.7.2 Surface conduit boxes + Pattress
- 3.8 Light fittings are surface mounted and fixed directly to the to the walls
- 3.9 Backcourt light is wired in 3 core, 1.5 sqmm MICS, 500 volt grade cable and outlet box/fitting suitably protected against ingress of water
- 3.10 Details of departures, where agreed in writing at time of application, from the Service Guide requirements:-
  - i) .....
  - ii) .....

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**4. MATERIALS**

I/We confirm that materials installed conform to the requirements of Section 4.13.

- ◆ 15/16A SPSN switch fuse \_\_\_\_\_
- ◆ Control box \_\_\_\_\_
- ◆ LED bulkhead luminaires \_\_\_\_\_
- ◆ LED backcourt bulkhead \_\_\_\_\_
- ◆ Solar time switch \_\_\_\_\_

To the best of our knowledge and belief I/We confirm that the details recorded above are correct.

Name (Block Capitals) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Profession \_\_\_\_\_

Checked by Neighbourhoods, Regeneration & Sustainability

Electrical Inspector ..... Date \_\_\_\_\_

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**APPENDIX A3**

**COMPLETION CERTIFICATE AND INSPECTION REPORT FORMS**

CR - Completion Certificate Report Form

RS - Inspection and Testing Results Sheet

**Notes:**

For NICEIC Contracts Forms

CR - Installation Certificate

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**APPENDIX A3 - NOTES**

- 1) The document is a Completion Certificate (ie for a new installation, addition to an existing installation or alteration to an existing installation). A signature is required in each of the DESIGN, CONSTRUCTION and INSPECTION AND TESTING sections of the certificate.
  
- 2) The Completion Certificate must be accompanied by a completed Inspection and Testing Results Sheet (Appendix A3 - RS).
  
- 3) For a new installation, the Completion Certificate must be accompanied by a Certificate of Compliance with Glasgow City Council's Requirements for Registration of Stair and Backcourt Lighting (Appendix A2).

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**APPENDIX A3 - CR**

**CERTIFICATE / REPORT NO.**

**COMPLETION CERTIFICATE (BS 7671:2018) FOR  
STAIR AND BACKCOURT LIGHTING INSTALLATION**

**DETAILS OF THE CLIENT**

+ Client: _____ Address: _____ _____
---

**DETAILS OF THE INSTALLATION**

Tick boxes as appropriate

Installation Address: _____	
New Installation <input type="checkbox"/>	Extent of Installation covered by this certificate/report
Addition to existing installation <input type="checkbox"/>	
Alteration to existing installation <input type="checkbox"/>	
Existing Installation <input type="checkbox"/>	

I/We being the person(s) responsible (as indicated by my/our signature(s) below) for the design, construction and/or inspection and testing of the stair and backcourt lighting installation described above, certify that the said work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS 7671: 2018 - Requirements for Electrical Installations (IET Wiring Regulations, 18th Edition).

Signed for and on behalf of: \_\_\_\_\_

For the DESIGN of the installation

Name (IN BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For the CONSTRUCTION of the installation

Name (IN BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For the INSPECTION AND TESTING of the installation

Name (IN BLOCK LETTERS): .....

Position: .....

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**THIS PAGE NOT USED**

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