



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills

**Emergency Works Application Form
For
Primary & Post Primary Schools**

**Devolved Projects Section,
Department of Education and Skills
Portlaoise Road
Tullamore
Co. Offaly**

emergency_works@education.gov.ie

057-932 4442/4348

Year of Application

2026

SCHOOL DETAILS – The following information must be provided:	
County	Dublin
Roll No.	60291D
School Name	Ardcoil La Salle
School Address	Raheny Road, Raheny, Dublin 5
Eircode	D05 Y132
Contact name	Michelle Benson, Principal
School Telephone No.	(01) 848 055
E-mail address	principal@ardscoillasalle.ie
Principal Mob. No.	085 862 0254
Current enrolment	298
School size sq.m (approx.)	4650 Sq.m
Is school building a protected structure	No
Local Authority	Dublin City Council
Date of Application	13/04/2026

THIS APPLICATION FORM HAS THREE SECTIONS

Section 1	Important information in relation to the scheme including the completion and submission of the application form.
Section 2	To be completed by a school authority applying for emergency works funding and signed in all cases by the Chairperson, Board of Management or Chief Executive Officer.
Section 2	To be completed by a suitably qualified Consultant to support an application for emergency works funding.

SECTION 1

Governing Circular

Before completing this application form, the Board of Management is advised to read the full terms and conditions of the Emergency Works Scheme which are contained in Circular Letter at <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars>. The Board must also fully satisfy itself as to the absolute necessity of the emergency works being applied for, as the onus is on the school authority to bear the costs associated with the application.

Mandatory Documentation to be Submitted with Application Form

- Appropriate Photographic Evidence (see appendix A of Circular)
 - To compress a picture:
 1. Select the picture you want to compress, then click the Format tab.
 2. Click the Compress Pictures command. Clicking the Compress Pictures command.
 3. A dialog box will appear.
 4. Un-check Apply only to this picture
 5. Place a check mark next to Delete cropped areas of pictures. ...
 6. Choose a Target output. ... E-mail (96 ppi): ,minimize document size for sharing
 7. Click OK.
- In relation to Projects to facilitate the inclusion and access of pupils with special needs, supporting documentation as per appendix B of Circular
- Confirmation that the school authority have investigated the possibility of a valid claim against their insurance provider prior to applying for EWS funding.

Returning Completed Application Form and Supporting Documentation

Completed applications, together with supporting documentation, where appropriate, are to be uploaded on the Esinet system

Turnaround Time for EWS Applications

EWS Applications will be assessed and a decision issued to the school authority within 15 working days of receipt of application subject to the following conditions:

- No technical input is required from the Departments Professional and Technical Team
- No additional information is required from the school authority

If additional information is required school authorities will be contacted directly by email

Conditions of the Scheme

- Application must relate to immediate and unforeseen capital works only
- The approved grant must be spent on the approved works only
- Application form must be signed by the appropriate parties
- As schools are now required by legislation to report annually on their energy usage through the SEAI's website Energy-in-business/Monitoring and Reporting for schools, payment of the grant to schools who receive funding under this new SWS scheme will be subject to them registering on the SEAI website and making a commitment to submitting the appropriate returns.

Freedom of Information ACT, 1997

Persons signing this application form are reminded that the Department may be obliged to release information supplied to a third party under the term of the Freedom of Information Act, 1997.

SECTION 2

TABLE TO BE COMPLETED BY THE SCHOOL AUTHORITY		
	Yes	No
Is the project within the scope of the Emergency Works Scheme? (An emergency is a situation which poses an immediate risk to health, life, property or the environment, which is sudden, unforeseen and requires immediate action and in the case of a school, if not corrected would prevent the school, or part thereof, from opening)	X	
School or part thereof, is closed or will be forced to close in the immediate future if emergency works are not carried out. (Not required in respect of applications to provide facilities for special needs pupils)	X	
Grant aid being sought is the minimum amount required to correct the immediate problem. (i.e. repair the burst pipe, replace the boiler or repair the damaged roof)	X	
Funding sought will not be used to supplement grant aid already approved under another Department Scheme.	X	
Is the Consultant appropriately qualified/insured for the particular project? (see Section 3- Consultants Report)	X	
In relation to applications to facilitate inclusion and access for special needs pupils has the supporting documentation outlined at Appendix B, Circular Letter 0018/2011 been attached	na	
Has a Consultant's report been fully and properly completed to include details of the minimum works required to correct the immediate problem?	X	
Has the Consultant appended the mandatory photographic evidence where possible?	X	
Is the application signed by the Chairperson of the Board of Management or CEO (as appropriate)?	X	
Has the Consultant completed the cost breakdown and included descriptions, quantities and rates?	X	
Has an insurance claim been investigated?		X
Consultant has signed and stamped and dated application	X	

Current Status Ongoing Projects (if any/applicable)

Current status should be one of the following, Approved, Design Stage, Tender Stage, On-Site, Maintenance Period, Final Account

SCHEME	YEAR APPROVED	Description of works	AMOUNT APPROVED	CURRENT STATUS
ASA		2 special classes extension		Stage 2b report pending approval

For Official Use Only

List works carried out in the school in the last 5 years under Summer Works Scheme (SWS) Emergency Works Scheme (EWS) or Additional Schools Accommodation Scheme (ASA)

SCHEME	YEAR	PROJECT	AMOUNT APPROVED

Minor Works Grant

Please confirm if you have any existing funds held on Account arising from Minor Works / Capitation Grant

	Yes	No
I am holding existing funds on account arising from Minor Works/Capitation Grant	X	
If yes, please enter amount:	€6,665	

Declaration and Certification of Chairperson Board of Management or CEO

I hereby declare my agreement with the following statements	Yes	No
I am familiar with the terms and conditions of the Emergency Works Scheme and I agree to abide by them.	X	
The information given in this application form is true and complete to the best of my knowledge and belief.	X	
Proper tendering and procurement procedures have been followed for the purposes of obtaining a Consultant's Report and that proper tendering and procurement procedures will be followed in the event of our application being successful.	X	
Responsibility for the proper execution of the project, if approved for grant aid, will be accepted as devolved to the Board of Management.	X	
Any funds granted will be used solely for the purpose given and may not be used to replace existing funding.	X	
If this application is successful, the subsequent investment will be secured legally.	X	
If costs are recoverable from an insurance company the school authority agrees to refund the recovered amount to the Department.	X	
I hereby confirm the following statements as being true:	Yes	No
I have obtained formal written approval from the Patron for this application.	X	
All areas included in the application are used by the school and are not sublet to a third party.	X	
No other applications have been submitted on our behalf by other schools on our campus.	X	
That the Board of Management notes that the project may be monitored by the Department of Education and Skills or its agents and will allow access to its premises and records, as necessary, for that purpose.	X	
That, if not already done, the school will sign up to the Department's energy website, www.energyeducation.ie , and submit energy data for future years via the Display Energy Certificate (DEC) process.	X	
Chairperson Board of Management/CEO signature (as appropriate): Signed: <i>Shule M. Masamly</i> Capacity: <i>Chairperson B'o'g Aidscoil /g. Salle.</i> Date: <i>30th April '16.</i>		

SECTION 3

Ensuring Chairperson/CEO Appoints Appropriately Qualified Consultant to Complete Application for Emergency Works Funding

It is imperative that the correct consultant is appointed to complete this form.

Consultant Disciplines

The Consultant disciplines set out below are appropriate to the Emergency Works Scheme in respect of engaging professional advice to prepare a technical report. Consultants completing reports must be satisfied that they comply with the qualification requirements as set out below. Failure to comply with the qualification requirements, including the carrying of adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the application being invalidated and therefore not being considered for funding.

(Please also refer to the Guidance on Procuring Consultants for Small Works (3rd edition April 2016).

Consultant discipline	Classification of Works
Registered Architect	2, 5, 6, 7, 8, 9, 10
Chartered Civil/Structural Engineer	2, 5, 6, 7, 8, 9, 10
Chartered Building Services (Electrical) Engineer	1, 3
Chartered Building Services (Mechanical) Engineer	4
Registered Building Surveyor	2, 5, 6, 7, 8, 9, 10

In the case of multi-disciplinary practices, the firm must have a principal (i.e. director or partner) who meets the qualification requirements for the type of works being applied for.

FOLLOWING SECTION TO BE COMPLETED BY THE CONSULTANT APPOINTED BY THE SCHOOL AUTHORITY TO COMPLETE THIS APPLICATION

Only applications supported by a suitably qualified Consultant will be considered valid. A list of qualifications relevant to particular works is contained in Appendix A of Circular Letter 0018/2011.

- Photographic evidence of the affected area is mandatory as per Appendix A of Circular 0018/2011. Please compress photo's
- A decision concerning this application will be determined from information provided in this application form only. **Separate reports are not required unless requested by DES.**
- **IT IS IMPERATIVE THAT THIS SEGMENT IS COMPLETED. IF IT IS NOT COMPLETED CORRECTLY THE SCHOOL WILL NOT BE CONSIDERED FOR FUNDING.**
- Before completing this report, Consultants are advised to read the notes for guidance for Consultants contained in Appendix A of Circular

CONSULTANTS REPORT

1 (a) Approx. area of entire school in sq. m 4650

1 (b) Approx. area of where works are proposed in sq. m _ Ground Floor 2400/First Floor 1600/Sports Hall 650

1 (c) Describe the part(s) of the building for which the proposed project is required. Include, if applicable, details of number of rooms affected, size or area of the building affected etc.

The area affected will be the entire school by these proposed works.

Ardscoil La Salle consists of 36 Classrooms which include Woodwork, Metalwork and Construction Rooms, Art Room, Chemistry & Biology Laboratories, Computer Science and Home Economics room.

There is also a Study Hall, Exhibition Hall, Staff and Administration offices, Counselling Office, Lecture Theatres, Toilets, Circulation Spaces and an independent Sports Hall adjacent to the main school.

The works consist of replacing the existing space heating throughout the School which involves works within each of the rooms above, upgrading of the hot and cold Water services pipework installation and mechanical ventilation to internal toilets and Cleaners Store. This will include the strip out of all existing radiators, heat emitters, unit heaters (Sports Hall), hot & cold-water services pipework and mechanical ventilation, and replacing them with modern equipment.

2. Provide a full explanation of the nature and extent of the emergency with supporting photographs as per Appendix 1 Circular 0018/2011

The main school existing heating system is in excess of 50 years old and is distributed via a one-pipe system to steel panel radiators of Runtal manufacture and fan assisted convector heaters of Myson manufacture. The Sports Hall heating system is distributed via a two-pipe system serving unit heaters located at high level.

The existing Boiler room was upgraded in 2014 as part of the Summer Works Scheme. One of the condensing boilers was replaced in 2025 with a new boiler as part of the Emergency Works Scheme.

The existing external heating pipework serving the Sports Hall which runs in a concrete duct below the carpark was replaced as part of Emergency Works Scheme in 2016.

The hot water generation throughout the school was also upgraded in 2025 as part of Emergency Works Scheme, including the upgrade of the Shower rooms ventilation in the Sports Hall.

There have been leaks occurring in the heating pipework in the last 6-7 years and the school have been repairing the leaks at considerable cost. The issue with the constant occurrence of leaks in piping systems is fresh water being introduced to the heating system. This has further escalated the leaks with oxygen being introduced to the heating system.

The school had a recent incident where they had to shut down the majority of the heating system. The water leaks on the system appear to be occurring at ground floor level in the main school. This has left the school without heating in approximately 75% of the building.

There is severe corrosion evident on some of the pipework and radiator valve connections and some of the radiators are loose on their brackets, and there are also no radiator valve caps on most of the radiators.

The fan assisted convector heaters are not operating and have been electrically disconnected.

The existing controls are outdated and there is no method of individual control on each of the classrooms and therefore does not conform to the Departments Technical Guidance Documents.

The existing hot and cold-water services pipework is in excess of 40 years old and repairs have been made due to leaks in the corroded pipework.

There is no mechanical ventilation in the internal Toilets and Cleaners Store of the school and therefore does not conform to the Departments TGD's.

The existing mechanical ventilation in the Assembly Hall is in excess of 40 years old and is not operating. The roof extract fan, ductwork and ceiling grilles are in poor condition and should be replaced with new equipment.

The following photographs and notes illustrate the extent of the defects:

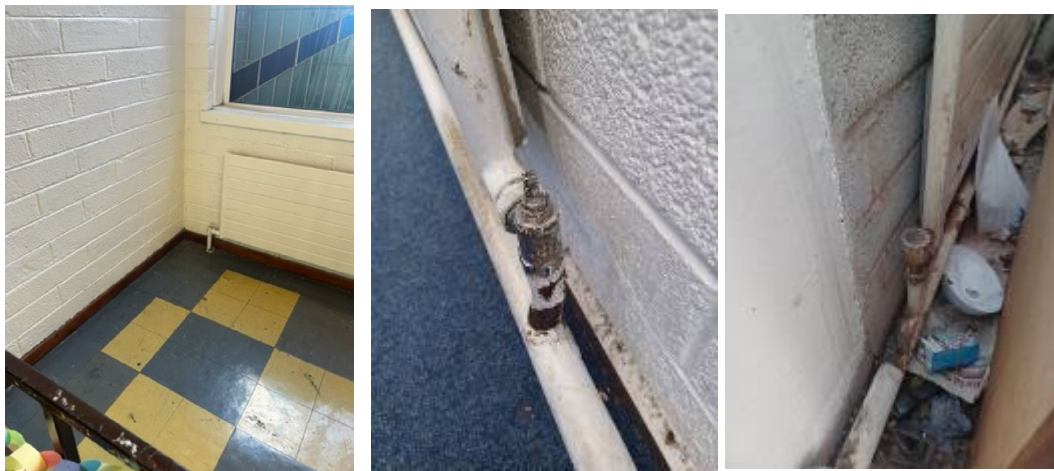


Figure 1/1a/1b - Heating pipework rises from concrete ground floor / Typical radiator connections and pipework corrosion.



Figure 2/2a/2b - Corrosion of Classroom heating pipework / Evidence of pipework repairs to heating pipework / Radiators at high level in Assembly Hall



Figure 3/3a/3b -Fan assisted convectors / Sports Hall unit heaters at high level



Figure 4/4a - Hot & cold-water services pipework in poor condition



Figure 5/5a -Typical extract ventilation grille in Assembly Hall in poor condition/Internal Toilets with no mechanical ventilation

3. When did the need for these emergency works first arise?

The need for emergency works arose in March 2026 due to pipework leaks occurring in heating pipework which runs below the concrete floor level. Due to these leaks the school have shut down the heating circuits where the leaks are affecting these circuits, and there is currently no heating operational in a substantial part of the school.

4. What action has the school taken to manage the emergency?

The school have requested that a technical report is completed to allow for grant funding be made available to upgrade the heating, hot water and mechanical ventilation systems to allow for these systems to operate to meet the requirements for these services for the school in accordance with the DOE TGDs.

5. When was the affected part(s) of the building last replaced and/or remedial works carried out? Where applicable, a description of previous remedial works should be included.

Repairs were carried out on parts of the heating pipework in recent years and replacement radiators were installed in some of the rooms. Repairs were also carried out in some areas on the hot and cold-water services pipework due to leaks occurring on corroded copper pipework.

6. What evidence is there of an effective maintenance programme for the affected area?

The school employ a mechanical services contractor for routine maintenance as necessary. Further maintenance has been carried out by the school's caretaker.

For the affected area

Y		N	✓
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Is there an Inspection/Maintenance Programme in Place?

If Yes How many times a year is Maintenance carried out?

Name the Person/Company & contact details responsible for Maintenance.

Please provide any additional information in relation to your maintenance programme that may be relevant to this application

7. In your view, how would the school be affected if the proposed works were not carried out?

In our opinion the school will not be able to function effectively without the full heating system operating. The health and safety/hygiene of the users of the building is compromised with the absence heating and hot water. The matter is urgent as a large part of the school is currently without heating. The internal Toilets in the school have no external walls and therefore no openable windows for natural ventilation. There is no mechanical ventilation in these rooms, and this should be installed to comply with the Department's TGD's.

8. Outline the **minimum works necessary** to address the emergency **only**.

L.P.H.W. Heating Services

- Remove existing heating pipework, radiators and fan convectors and unit heaters (Main school building)
- Install new heating pipework, radiators and controls in the main school building.
- Remove existing heating pipework, radiators and unit heaters (Sports Hall)
- Install new heating pipework, radiant panels, radiators and controls in the Sports hall.
- Install new heating pipework from the Boiler room to the Sports Hall
- All associated insulation of pipework.
- Cleaning and sterilisation.
- Install new controls associated with the heating system.
- All associated electric wiring for the heating system.
- Test, commission and balance heating systems.
- All builders works associated with the upgrade of the heating systems.

Itemised Cost Breakdown of Proposed Works to Address the Emergency (Estimated)

Item	Description	Qty	Unit	Rate	Total €
1	Disconnection and removal of existing radiators and fan assisted convectors and all associated pipework – Main school building	190	qty		
2	Supply and installation of new radiators including pipework, valves, control valves in the main school building.	190	qty		
3	Insulation of pipework -Main school building	1	qty		
4	Installation of new heating circulating pumps, control valves, isolating valves, sensors, etc. in the Boiler room	1	qty		
5	Installation of new Boiler room MCC panel, Sports hall panel and BMS with front end controls	1	qty		
6	Disconnection and removal of existing unit heaters, radiators and all associated pipework in the Sports Hall	25	qty		
7	Supply and installation of new radiant panels and radiators including pipework, valves, control valves – Sports Hall	1	qty		
8	Insulation of pipework-Sports Hall	1	qty		
9	Disconnection and removal of existing hot and cold-water services pipework in the entire school including the Sports Hall.	200	qty		
10	Supply and installation of new hot and cold-water services pipework including isolating valves, mini-ball valves etc. in the entire school.	200	qty		
11	Insulation of hot and cold pipework	1	qty		
12	Cleaning and sterilisation	1	qty		
13	Supply and installation of mechanical ventilation to internal Toilets and Cleaners Store including new ventilation in the Assembly Hall	1	qty		
14	All associated electrical works	1	qty		
15	Builders work	1	qty		
16	Test, commissioning and balancing of heating, hot water and ventilation systems	1	qty		
17	Preliminaries including Insurances, PSCS, etc	1			
Estimated Construction Sub Total					
VAT @ 13.5%					
Total Estimated Construction Cost					
*Estimated Professional Fees					
VAT @ 23%					
Total Estimated Professional Fees					
Overall Total (Construction & Fees)					
Timeframe for Works (programme/phases/duration)					
Design	Construction	Total (no weeks)			
16	24	40			

CONSULTANTS DETAILS AND DECLARATION OF SUITABILITY

Conflicts of Interest

The concept of conflicts of interest shall at least cover any situation where staff members of a contracting authority, or of a service provider acting on behalf of a contracting authority, who are involved in the conduct of a procurement procedure or may influence the outcome of that procedure have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. In this context, a shareholding, equity or financial interest in a construction industry related contracting or supply company by an Applicant must be disclosed as part of this submission and, unless the Applicant can demonstrate that no conflict of interest exists, will be grounds for exclusion. Failure to disclose a potential conflict of interest which subsequently becomes apparent may be grounds for exclusion from further competitions for the provision of services.

Declaration

I confirm that I understand that failure to comply with the Consultant qualification requirements, including having adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the school's application being invalidated and therefore being excluded from consideration for funding.

Please also refer to the Guidance on Procuring Consultants for Small Works (3rd edition April 2016).

Signature of Consultant

Signature of Chairperson Board of Management

If you have any doubts in relation to the suitability of a proposed Consultant, please contact 057-932 4348/4442. The Department's decision will be final as to whether or not a Consultant is appropriately qualified for the purpose of this Scheme.

Consultants Name (block capitals)

Consultants Signature:

Date:

Qualification:

Professional Body & Registration no (if applicable): Engineers Ireland

Name of Firm:

Details of Professional Indemnity Insurance and Employer's Liability Insurance (Hard copies to be retained by the School Authority):

SEE ATTACHED

Company Address:

Telephone:

E-mail:

Company stamp:-

