

APPENDIX A:**SCHEDULE OF CYCLICAL PLANNED MAINTENANCE INSPECTIONS AND CHECKS CARRIED OUT ON BUILDING ASSETS**

Maintenance Inspection/ Checks / Service	Frequency	Nos Of Sites 2019/ 20
Asbestos Annual Audit	Annual	132
Automated & Manual Vehicle Barrier	6monthly	21
Boiler Service	Annual	45
Catering Equipment	Annual	3
CCTV Maintenance	6monthly	19
Cyclical Car Park Inspection	6monthly	52
Door Access Controls	Annual	36
Duct Hygiene	Annual	2
Emergency Lighting	Monthly & Annual	63
Fall Arrest Audit Inspection	Annual	2
Fire Alarm Maintenance	Quarterly	44
Fire Door Audits	6monthly	30
Fire Equipment Services	Annual	48
Fire Risk Assessments	As required	34
Fixed Wire Testing (EICR)	5yearly & 3Yearly	96
Gas Safety	Annual	45
Gas Suppression	Annual	2
Generator Maintenance	6monthly	6
Glazing Survey	10Yearly	40
Hearing Induction Loop	Annual	9
HV Transformer Maintenance	Annual	2
Key Holding	Annual	38
Legionella Risk Assessment And Audit	2yearly	74
Legionella Inspection	Monthly or Quarterly	74
Lift Audits	Annual	21
Lift Maintenance	Quarterly	21
Lightening Protection	11month	8
Lighting Tower & Mast Inspection	Annual	1
Mobile Patrols	As required	5
Mobile Building Surveys	Annual	1
Oil Tank Storage maintenance	Annual	7
Movable Partition Walling	Annual	4
PAT Testing	Annual	48
Petrol Interceptors	6monthly	3
Powered Door Maintenance	6monthly	16
Radon Surveys	As required	2
Refrigeration& Air Conditioning	3monthly & 6monthly	12
Safety Systems Inspections	Annual	1
Security Alarms Maintenance	6monthly & Annual	36
Sewage	6monthly	8
Tree Inspections	5yearly	61
Trend Services	Annual	22
Vacant Property Inspections	Monthly or as required	17
UPS	6monthly	4
Winter Gritting	As required	14
Building Cleaning	Weekly	49
Building Surveys	5yearly	37