

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

<b>Maintenance Inspection/ Checks / Service</b>	<b>Frequency</b>	<b>Nos Of Sites 2020/ 21</b>
Asbestos Annual Audit	Annual	131
Automated & Manual Vehicle Barrier	6monthly	47
Boiler Service	Annual	63
Catering Equipment	Annual	3
Clock Service	Annual	2
CCTV Maintenance	6monthly	19
Cyclical Car Park Inspection	6monthly	53
Desludging	6monthly	12
Door Access Controls	Annual	36
Duct Hygiene	Annual	2
Emergency Lighting	Monthly & Annual	64
Fall Arrest Audit Inspection	Annual	4
Fire Alarm Maintenance	Quarterly	45
Fire Door Audits	6monthly	28
Fire Equipment Services	Annual	45
Fire Risk Assessments	As required	49
Fixed Wire Testing (EICR)	5yearly & 3Yearly	81
Gas Safety	Annual	44
Gas Suppression	Annual	6
Generator Maintenance	6monthly	6
Glazing Survey	10Yearly	39
Gutter Cleaning	Biannual	16
Hearing Induction Loop	Annual	11
HV Transformer Maintenance	Annual	2
Key Holding	Annual	40
Legionella Risk Assessment And Audit	2yearly	65
Legionella Inspection	Monthly or Quarterly	65
Lift Audits	Annual	18
Lift Maintenance	Quarterly	18
Lightening Protection	11month	9
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	3
PAT Testing	Annual	43
Pest Control	As required	3
Petrol Interceptors	6monthly	7
Powered Door Maintenance	6monthly	14
Radon Surveys	As required	2
Refrigeration& Air Conditioning	3monthly & 6monthly	14

Safety Systems Inspections	Annual	1
Security Alarms Maintenance	6monthly & Annual	38
Sewage	6monthly	11
Sliding Door Mechanism	Annual	2
Tree Inspections	5yearly	65
Trend Services	Annual	23
Vacant Property Inspections	Monthly or as required	29
UPS	6monthly	4
Winter Gritting	As required	16
Building Cleaning	Weekly	49
Building Surveys	5yearly	37