

APPENDIX A:

Overview schedule that forms the basis of cyclical and planned maintenance inspections/ checks and cleaning undertakings

Maintenance Inspection/ Checks / Service	Frequency	Nos Of Sites 2021/ 22
Asbestos Reinspection	Annual	74
Asbestos Report	As required	68
Automated & Manual Vehicle Barriers	6 monthly	47
Biannual Gutter Cleaning	6 monthly	36
Boiler Servicing	Annual	46
Catering Equipment	6 monthly	4
Catering Equipment	Annual	1
CCTV Maintenance	6 monthly	20
Clean External Lighting	As required	1
Clock Service	Annual	1
Closed Cemetery	As required	1
Cyclical Car Park Inspections	Annual	53
DEC - 10 Yr	10 yearly	14
DEC - Annual	Annual	9
DERV Storage maintenance	Annual	1
Desludging - 6mth (If Required)	6 monthly	5
Desludging Annual (If Required)	Annual	7
Door Access Controls	Annual	35
DSEAR Examination	3 yearly	1
Duct Hygiene	Annual	3
Emergency Lighting	Monthly	68
Emergency Lighting 3hr Test	Annual	68
EPC	10 yearly	156
Extend Warranty of Organ	As required	1
Extraction Systems Including Fume Cupboards	6 monthly	2
Fall Arrest Audit	Annual	5
Fan Coil Unit Filter Clean	Annual	1
Fire Alarm Maintenance Service	Quarterly	47
Fire Doors Audit	6 monthly	56
Fire Doors Audit	Annual	3
Fire Equipment	Annual	48
Fire Escape Inspections	Annual	9
Fire Risk Assessment / Audits	5 yearly	59
Fish Pond Maintenance	Weekly	1
Fixed wire Testing (EICR). 3YR	3 yearly	34
Fixed wire Testing (EICR). 5YR	5 yearly	55
Flagpole Inspection	6 monthly	3
Flare Gas Extraction System Service - Quarterly	Quarterly	1

Gas Detection System Maintenance	6 monthly	1
Gas Safety	Annual	47
Gas suppression	6 monthly	3
Gas suppression	Annual	4
Generator Maintenance	6 monthly	11
Generator Testing	Monthly	11
Glazing Surveys	10 yearly	39
Grounds Maintenance - Amentiy Standard Specification	As required	44
Grounds Maintenance - College Rd Campus spec	As required	1
Grounds Maintenance - Enhanced Specification	As required	61
Grounds maintenance - Rotherwas Skylon Park Spec	As required	3
Grounds Maintenance Other	As required	2
Hearing Induction Loops	Annual	11
Hoist Inspection - Fixed	6 monthly	1
HV Transformer Maintenance	Annual	2
Key holding	As required	43
Legionella Monthly Water Hygiene Monitoring	Monthly	32
Legionella Quarterly Water Hygiene Monitoring	Quarterly	33
Legionella Risk Assessment / Audit	As required	75
Lift Audits	Annual	19
Lift Maintenance	Quarterly	19
Lighting Tower & Mast Inspection	Annual	1
Lightning Protection	11 monthly	10
Oil Tank Storage Maintenance	Annual	5
Partition Walls	Annual	4
PAT Testing	Annual	45
Pest Control	As required	4
Petrol Interceptors	6 monthly	5
Powered doors maintenance	6 monthly	15
Refrigeration & Air Conditioning - 6MTH	6 monthly	15
Roller Shutter Door Inspection	6 monthly	3
Safety Systems Inspections	Annual	2
Security Alarms Maintenance - 6MTH	6 monthly	23
Security Alarms Maintenance - Annual	Annual	17
Sewerage	Annual	1
Sewerage	6 monthly	8
Sewerage	Quarterly	2
Special Sliding Door Maintenance	Annual	1
Street & Car Park Lighting	Annual	1
TM44 Air Conditioning Inspections	5 yearly	11
Tree Inspection	5 yearly	91

Trend Services	Annual	24
Unvented Hot Water Cylinder Maintenance	Annual	19
UPS	6 monthly	4
Vacant Property Inspections	As required	18
Vacant Property Inspections	Monthly	6
Winter Gritting	As required	20
CLEANING		
Cleaning Inspection/ Checks / Service	Frequency	Nos Of Sites 2021/ 22
Building Cleaning	As required	1
Carpet Deep Cleaning	6 monthly	1
Carpet Deep Cleaning	Annual	1
Clinical Waste Collection - 2 Monthly	2 monthly	3
Clinical Waste Collection - Fortnightly	Fortnightly	2
Clinical Waste Collection - Monthly	Monthly	32
Clinical Waste Collection - Weekly	Weekly	4
Corporate Cleaning - As Required	As required	15
Corporate Cleaning - Daily	Daily	22
General Consumables	As required	27
Hand Dryers	As required	25
Pest Control	As required	2
Public Toilet Cleaning - Daily	Daily	10
Public Toilet Cleaning - Weekly	Weekly	9
Sharps Collection - Monthly	Monthly	3
Sharps Collection - Quarterly	Quarterly	14
Showers	Daily	4
Window Cleaning - 6 monthly	6 monthly	13
Window Cleaning - Annual	Annual	20
Window Cleaning - As required	As required	3
Window Cleaning - Monthly	Monthly	3
Window Cleaning - Quarterly	Quarterly	3
Window Cleaning - Weekly	Weekly	1