

**APPENDIX A:**

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

<b>Maintenance Inspection/ Checks / Service</b>	<b>Frequency</b>	<b>Nos Of Sites 2022/ 23</b>
Asbestos Reinspection	Annual	73
Asbestos Report	As required	69
Automated & Manual Vehicle Barriers	6 monthly	45
Biannual Gutter Cleaning	6 monthly	36
Boiler Servicing	Annual	48
Catering Equipment	Annual	5
CCTV Maintenance	6 monthly	21
Clean External Lighting	As required	1
Clock Service	Annual	4
Closed Cemetery	As required	1
Cremator Servicing	Quarterly	1
Cyclical Car Park Inspections	Annual	55
DEC - 10 Yr	10 yearly	14
DEC - Annual	Annual	9
DERV Storage maintenance	Annual	1
Desludging - 6mth (If Required)	6 monthly	4
Desludging Annual (If Required)	Annual	7
Door Access Controls	Annual	34
Drainage (discharge licences)	Annual	4
DSEAR Examination	3 yearly	1
Duct Hygiene	Annual	3
Emergency Lighting	Monthly	69
Emergency Lighting 3hr Test	Annual	69
EPC	10 yearly	154
Extraction Systems Including Fume Cupboards	6 monthly	2
Fall Arrest Audit	Annual	6
Fan Coil Unit Filter Clean	Annual	1
Fire Alarm Maintenance Service	Quarterly	47
Fire Doors Audit	6 monthly	63
Fire Doors Audit	Annual	3
Fire Equipment	Annual	52
Fire Escape Inspections	Annual	9
Fire Risk Assessment / Audits	5 yearly	73
Fire Roller Shutter Inspection	6 monthly	2
Fish Pond Maintenance	Weekly	1
Fixed wire Testing (EICR). 3YR	3 yearly	42
Fixed wire Testing (EICR). 5YR	5 yearly	47
Flagpole Inspection	6 monthly	3

Flare Gas Extraction System Service - Quarterly	Quarterly	1
Gas Detection System Maintenance	6 monthly	1
Gas Safety	Annual	48
Gas suppression	6 monthly	3
Gas suppression	Annual	4
Generator Maintenance	6 monthly	11
Generator Testing	Monthly	11
Glazing Surveys	10 yearly	40
Grounds Maintenance - Amentiy Standard Specification	As required	39
Grounds Maintenance - College Rd Campus specification	As required	1
Grounds Maintenance - Enhanced specification	As required	67
Grounds maintenance - Rotherwas Skylon Park specification	As required	3
Grounds Maintenance Other	As required	2
Hearing Induction Loops	Annual	12
Hoist Inspection - Fixed	6 monthly	1
HV Transformer Maintenance	Annual	2
Key holding	As required	46
Lath & Plaster Ceiling Visual Inspection	3 Monthly	1
Legionella Monthly Water Hygiene Monitoring	Monthly	37
Legionella Quarterly Water Hygiene Monitoring	Quarterly	30
Legionella Risk Assessment / Audit	As required	76
Lift Audits	Annual	20
Lift Maintenance	Quarterly	20
Lighting Tower & Mast Inspection	Annual	1
Lightning Protection	11 monthly	10
Oil Tank Storage Maintenance	Annual	4
Partition Walls	Annual	4
PAT Testing	Annual	48
Pest Control (Planned)	Annual	5
Petrol Interceptors	6 monthly	5
Powered doors maintenance	6 monthly	18
Refrigeration & Air Conditioning - 6MTH	6 monthly	15
Roller Shutter Door Inspection	6 monthly	7
Safety Systems Inspections	Annual	2
Security Alarms Maintenance - 6MTH	6 monthly	23
Security Alarms Maintenance - Annual	Annual	16
Sewerage	Annual	1
Sewerage	6 monthly	10
Sewerage	Quarterly	2
Special Sliding Door Maintenance	Annual	1
Street & Car Park Lighting	Annual	1

TM44 Air Conditioning Inspections	5 yearly	12
Tree Inspection	5 yearly	88
Trend Services	Annual	26
Unvented Hot Water Cylinder Maintenance	Annual	22
UPS	6 monthly	4
Vacant Property Inspections	As required	31
Winter Gritting	As required	25
<b>CLEANING</b>		
<b>Cleaning Inspection/ Checks / Service</b>	<b>Frequency</b>	<b>Nos Of Sites 2022/ 23</b>
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	4
Clinical Waste Collection - Monthly	Monthly	34
Clinical Waste Collection - Weekly	Weekly	4
Corporate Cleaning - As Required	As required	14
Corporate Cleaning - Daily	Daily	22
General Consumables	As required	26
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	12
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
<b>A GLOSSARY OF TERMS, ABBREVIATIONS AND ACRONYMS USED IN THIS REPORT</b>		
CCTV – Close circuit television system DSEAR DERV - Diesel Engine Road Vehicle DEC – Display energy certificate EPC – Energy performance certificate EICR – Electrical installation condition report HV – High voltage PAT – Portable appliance test TM44 – code used to refer to an inspection of air conditioning systems		

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