

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 2022/ 23
Asbestos Reinspection	Annual	70
Asbestos Report	As required	72
Automated & Manual Vehicle Barriers	6 monthly	47
Biannual Gutter Cleaning	6 monthly	52
Boiler Servicing	Annual	45
Catering Equipment	Annual	5
CCTV Maintenance	6 monthly	21
Clean External Lighting	As required	1
Clock Service	Annual	2
Closed Cemetery	As required	1
Cremator Servicing CHECK	Quarterly	1
Cyclical Car Park Inspections	6 monthly	56
DEC - 10 Yr	10 yearly	13
DEC - Annual	Annual	9
DERV Storage maintenance	Annual	1
Desludging - 6mth (If Required)	6 monthly	3
Desludging Annual (If Required)	Annual	7
Door Access Controls	Annual	31
Drainage (discharge licences)	Annual	4
DSEAR Examination	3 yearly	1
Duct Hygiene	Annual	8
Emergency Lighting	Monthly	67
Emergency Lighting 3hr Test	Annual	67
EPC	10 yearly	161
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	48
Fire Doors Audit	6 monthly	41
Fire Doors Audit	Annual	3
Fire Equipment	Annual	55
Fire Escape Inspections	Annual	10
Fire Risk Assessment / Audits	5 yearly	71
Fire Roller Shutter Inspection	6 monthly	2
Fish Pond Maintenance	Weekly	1
Fixed wire Testing (EICR). 3YR	3 yearly	38
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	46
Gas suppression	6 monthly	3
Gas suppression	Annual	3
Generator Maintenance	6 monthly	6
Generator Testing	Monthly	6
Glazing Surveys	10 yearly	35
Grounds Maintenance - Amentiy Standard Specification	As required	40
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	44
Lath & Plaster Ceiling Visual Inspection	3 Monthly	1
Legionella Monthly Water Hygiene Monitoring	Monthly	71
Legionella Risk Assessment / Audit	As required	72
Lift Audits	Annual	17
Lift Maintenance	Quarterly	18
Lift Maintenance	Monthly	1
Lighting Tower & Mast Inspection	Annual	1
Lightning Protection	11 monthly	10
Oil Tank Storage Maintenance	Annual	4
Partition Walls	Annual	4
PAT Testing	Annual	45
Pest Control (Planned)	Annual	5
Petrol Interceptors	6 monthly	5
Powered doors maintenance	6 monthly	15
Refrigeration & Air Conditioning - 6MTH	6 monthly	14
Roller Shutter Door Inspection	6 monthly	13
Safety Systems Inspections	Annual	3
Security Alarms Maintenance - 6MTH	6 monthly	22
Security Alarms Maintenance - Annual	Annual	16
Sewerage	6 monthly	8
Sewerage	Quarterly	2
Street & Car Park Lighting	Annual	1
TM44 Air Conditioning Inspections	5 yearly	11
Tree Inspection	5 yearly	85

Building Management System Services	Annual	21
Unvented Hot Water Cylinder Maintenance	Annual	26
UPS	6 monthly	4
Vacant Property Inspections	As required	37
Winter Gritting	As required	25
CLEANING		
Cleaning Inspection/ Checks / Service	Frequency	Nos Of Sites 2022/ 23
Building Cleaning	Daily	31
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	32
Clinical Waste Collection - Weekly	Weekly	4
Corporate Cleaning - As Required	As required	14
Corporate Cleaning - Daily	Daily	21
General Consumables	As required	25
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	2
Window Cleaning - Quarterly	Quarterly	4
A GLOSSARY OF TERMS, ABBREVIATIONS AND ACRONYMS USED IN THIS REPORT		
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 UPS - Uninterruptible power supply		