

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 2024/ 25
Asbestos Reinspection	Annual	68
Acrow Props Inspection	Monthly	6
Automated & Manual Vehicle Barriers	6 monthly	50
Biannual Gutter Cleaning	6 monthly	53
BMS Servicing	Annual	18
BMS Servicing	Quarterly	1
Boiler Servicing	Annual	38
Catering Equipment	Annual	5
CCTV Maintenance	6 monthly	20
Clean External Lighting	As required	1
Clock Service	Annual	2
Commercial Catering Gas Safety Inspection	Annual	3
Compressed Air System	Annual	2
Cremator Servicing Inspection	Quarterly	1
Cyclical Car Park Inspections	6 monthly	55
DEC - 10 Yearly	10 yearly	15
DEC - Annual	Annual	7
DERV Storage maintenance	Annual	1
Door Access Controls	Annual	28
Drainage (discharge licences)	Annual	4
Dry Riser System Maintenance	6 Monthly	2
DSEAR Examination	3 yearly	1
Duct Hygiene	Annual	11
Emergency Lighting	Monthly	65
Emergency Lighting 3hr Test	Annual	65
EPC	10 yearly	170
Escalator Inspection	Monthly	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	45
Fire Doors Audit	6 monthly	37
Fire Equipment	Annual	52
Fire Escape Inspections	Annual	11
Fire Risk Assessment / Audits	5 yearly	65
Fire Roller Shutter Inspection	6 monthly	2
Fish Pond Maintenance	Weekly	1
Fixed wire Testing (EICR). 3YR	3 yearly	36

Fixed wire Testing (EICR). 5YR	5 yearly	47
Fixed wire Testing (EICR). Annual	Annual	3
Flagpole Inspection	6 monthly	3
Flare Gas Extraction System Service - Quarterly	Quarterly	1
Gas Detection System Maintenance	6 monthly	1
Gas Safety	Annual	40
Gas suppression	6 monthly	3
Gas suppression	Annual	3
Generator Maintenance	6 monthly	6
Generator Testing	Monthly	6
Glazing Surveys	10 yearly	32
Grounds Maintenance	Annual	114
Hearing Induction Loops	Annual	11
Hoist Inspection - Fixed	6 monthly	1
HV Transformer Maintenance	Annual	2
Intercom Systems	Annual	1
Key holding	Annual	42
Legionella Monthly Water Hygiene Monitoring	Monthly	58
Legionella Annual Water Hygiene Monitoring	Annual	9
Legionella Risk Assessment / Audit	As required	70
Lift Audits	Annual	16
Lift Maintenance	Quarterly	16
Lift Maintenance	Monthly	1
Lighting Tower & Mast Inspection	Annual	1
Lightning Protection	11 monthly	11
Oil Tank Storage Maintenance	Annual	4
Public Announcement System Maintenance	6 Monthly	1
Panic Alarm Maintenance Service - Security	6 monthly	9
Panic Alarm Maintenance Service - WCs	Quarterly	23
Partition Walls (movable/ folding)	Annual	4
PAT Testing	Annual	40
Pest Control (Planned)	Annual	5
Petrol Interceptors	6 monthly	4
Play Equipment Inspection	Annual	1
Powered doors maintenance	6 monthly	13
Refuge System Service	6 monthly	1
Refrigeration & Air Conditioning - 6MTH	6 monthly	12
Roller Shutter Door Inspection	6 monthly	14
Safety Systems Inspections	Annual	4
Security Alarms Maintenance - 6MTH	6 monthly	20
Security Alarms Maintenance - Annual	Annual	15
Sewerage plant	6 monthly	8
Sewerage plant	Quarterly	2
Sprinkler System Servicing	6 Monthly	1
Street & Car Park Lighting	Annual	2

Temporary Barrier Inspection	Monthly	1
TM44 Air Conditioning Inspections	5 yearly	10
Tree Inspection	5 yearly	80
Building Management System Services	Annual	21
Unvented Hot Water Cylinder Maintenance	Annual	26
UPS	6 monthly	4
Vacant Property Inspections	As required	40
Winter Gritting	As required	23
CLEANING		
Cleaning Inspection/ Checks / Service		Nos Of Sites 2024/ 25
Clinical Waste Collection		29
Sharps Collection - Monthly		16
Window Cleaning - 6 monthly		34
Building Cleaning		37
General Consumables		
A GLOSSARY OF TERMS, ABBREVIATIONS AND ACRONYMS USED IN THIS REPORT		
<p>BMS – Building monitoring system CCTV – Close circuit television system DSEAR - Dangerous Substances and Explosive Atmospheres Regulations 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</p>		