Template Planned Preventative Maintenance Schedule

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| **Test** | **Interval** | **Completion date** | **Comments** |
| Detailed structural appraisal (see Section 5.13 of the Green Guide) | 6 to 10 Years  |  |  |
| Anti-slip floor treatment concourse/circulation areas | 5 years  |  |  |
| Carpet replaced  | 5 years  |  |  |
| Internal finishes paint  | 5 years  |  |  |
| Painting external steelwork  | 5 years |  |  |
| Emergency generators – three-hour full load test | 3 years |  |  |
| Boiler/calorifier installations  | 1 year |  |  |
| CCTV system | 1 year |  |  |
| Cleaning external cladding  | 1 year  |  |  |
| Emergency telephone system | 1 year |  |  |
| Entire electrical installation (including generators) to be inspected and certified | 1 year |  |  |
| Escalators | 1 year |  |  |
| Exit gate system-electronic control system | 1 year |  |  |
| Extinguishers  | 1 year |  |  |
| Fire alarm system (including concession shutters, smoke vent systems and suppression systems and dry risers) | 1 year |  |  |
| Fire risk assessments (including mobile catering units within ground) | 1 year |  |  |
| Gas fired installations | 1 year |  |  |
| Gas installation  | 1 year |  |  |
| Lightning protection | 1 year  |  |  |
| Loud hailers | 1 year |  |  |
| Mechanical ventilation systems  | 1 year |  |  |
| Portable appliance testing (PAT)  | 1 year |  |  |
| Preservative treatment external timber  | 1 year  |  |  |
| Public address system  | 1 year |  |  |
| Radio systems | 1 year |  |  |
| Structural survey; barriers, balustrades, handrails, seats and lighting columns (see Section 5.12 of the Green Guide) | 1 year |  |  |
| Turnstile monitoring system  | 1 year |  |  |
| Ventilation and smoke extract system | 1 year |  |  |
| Accessible, public and service lifts | 6 months  |  |  |
| Lift installations (including emergency lighting)  | 6 months  |  |  |
| Specialised floor cleaning or carpet shampoo  | 4 months  |  |  |
| Emergency light and emergency electric supply generator  | 1 month  |  |  |
| Emergency escape exit routes | Weekly |  |  |
| Fire alarm tests | Weekly  |  |  |

Schedule of checks for planned preventative measures

Pieces of equipment should be considered as part of this inspection scheme include (where applicable):

* Boiler/calorifier installations
* Carbon monoxide detection
* CCTV system
* Door release system
* Dry risers
* Electrical installation
* Emergency generator (to include on load test)
* EVAC chairs or similar
* Fire alarm VA/PA system
* Fire detection system
* Fire fighting hose reels
* Fire suppression system
* Gas system and appliances (including LPG)
* Handheld fire fighting equipment
* Key point (emergency) telephones
* Legionella testing
* Lightning conductors
* Methane detection system
* Passenger lifts
* Public address system
* Radio systems
* Turnstile monitoring system
* Turnstile operation
* UPS equipment
* Wet risers

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| --- | --- | --- | --- | --- | --- |
| **Detail of equipment** | **Location identifier / descriptor** | **Date of test / certification / inspection / service** | **Required frequency of check** | **Specific standard to apply** | **Comments** |
| **Daily** | **Weekly** | **Monthly** | **Quarterly** | **Annual** | **Other** |
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