

Planned Preventative Maintenance Schedule		Turl Street																																																			
Task	Task ID	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
<b>Boiler Maintenance</b>																																																					
Monthly check maintenance	1.1	X					X				X					X						X													X																	X	
Annual service	1.2																																																				
<b>Fire Alarms</b>																																																					
Weekly test	2.1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Monthly inspection of FFE	2.2	X						X			X					X							X																												X		
Annual FFE service	2.3																																																				
Fire drills	2.4																																																				
Quarterly Fire detection eqpt service	2.5																																																				
<b>Emergency Lighting</b>																																																					
Quarterly test	3.1																																																				
Annual discharge	3.2																																																				
<b>Fire Door Integrity and Hardware</b>																																																					
Weekly test of hold open devices	4.1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Fire doors annual inspection	4.2																																																				
<b>Drainage and Sewerage</b>																																																					
Gully checks	5.1		X						X				X				X				X				X				X					X					X					X					X				
SC6 Rodding point inspection	5.2		X						X				X				X				X				X				X					X					X					X					X				
Lightwells on Broad and Brasenose Lane	5.3		X						X				X				X				X				X				X					X					X					X					X				
<b>High Level Gutter Works</b>																																																					
Accessible hopper clearance	6.1				X					X				X				X					X					X					X					X					X					X					
Inaccessible valleys and gutter clearance	6.2		X								X					X					X					X								X						X					X					X			
SC9 trough clearance	6.3		X								X					X					X					X								X						X					X					X			
Downpipe inspections	6.4			X						X					X					X					X									X						X					X					X			
<b>External Paving</b>																																																					
Slab, cobbles and granite inspection	7.1					X					X					X					X					X								X							X					X							
Manhole covers and drain covers	7.2					X					X					X					X					X								X							X					X							
Fellows Garden steps and handrails	7.3					X					X					X					X					X								X								X					X						
<b>High Level Stonework Inspection</b>																																																					
Weekly ground level survey	8.1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Monthly high level survey	8.2	X								X													X																							X							
Annual physical inspection	8.3																																			X																	
<b>Communal WC's and Showers</b>																																																					
Inspections	9.1				X					X					X						X						X						X								X					X							
<b>Water Testing</b>																																																					
Weekly sanosil level check (scouts)	10.1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Monthly Hot and Cold water test	10.2		X																																																		
Monthly Calorifier temp check	10.3		X																																																		
Monthly sanosil level check	10.4		X																																																		
Quarterly hot and cold water test (external)	10.5																																																				
Tank inspection	10.6																																																				
Flushing of irregularly used outlets	10.7	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Quarterly shower clean and disinfection	10.8																																																				
<b>Ladder and steps</b>																																																					
Visual every use	11.1	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Monthly check	11.2			X						X																																											
<b>Asbestos</b>																																																					
Annual inspection of known ACM's	12.1																																																				
<b>Machinery Service and inspection</b>																																																					
Catering equipment	13.1																																																				
Vehicle service and MOT	13.2																																																				
Portable Appliance Tests (PAT) annual visual	13.3																																																				
<b>Electricity</b>																																																					
Fixed Wire Test rolling programme (5yr)	14.1																																																				
<b>General</b>																																																					
Annual room inspections	15.1																																																				
Annual condition survey	15.2																																																				
<b>Fans Grilles and Ducts</b>																																																					
Cleaning and inspection	16.1					X					X						X							X														X						X							X		

Responsibility Key: X Maintenance Team X Health and Safety Assistant X Deputy Bursar X External Contractors X Scouts