Planned Preventative Maintenance Schedule Turl Street		03-Jan	07-Jan	14-Jan	21-Jan	28-Jan	04-Feb	11-Feb	18-Feb	25-Feb	04-Mar	11-Mar	18-Mar	25-Mar	02-Apr	08-Apr	15-Apr	22-Apr	29-Apr	07-May	13-May	20-May	28-May	03-Jun	10-Jun	17-Jun	24-Jun	01-Jul	08-Jul	15-Jul	22-Jul	29-Jul	05-Aug	12-Aug	19-Aug	27-Aug	02-Sep	09-Sep	16-Sep	23-Sep	30-Sep	07-Oct	14-Oct	21-Oct	28-Oct	04-Nov	11-Nov	18-Nov	25-Nov	02-Dec	09-Dec	16-Dec	23-Dec
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
Boiler Maintenance	**1.0**																																																			
Monthly check maintenance	1.1	X					X				X				X					X				X				X				X				X				X				X				X			
Annual service	1.2																																																		
Fire Alarms	**2.0**																																																		
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	
Monthly inspection of FFE	2.2	X					X				X				X					X				X				X				X				X				X				X				X			
Annual FFE service	2.3																																																		
Fire drills	2.4																																																		
Quarterly Fire detection eqpt service	2.5																											X														X											
Emergency Lighting	**3.0**																																																		
Quarterly test	3.1																																																		
Annual discharge	3.2																																																		
Fire Door Integrity and Hardware	**4.0**																																																		
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																											X														X											
Drainage and Sewerage	**5.0**																																																		
Gully checks	5.1		X					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				X		
Lightwells on Broad and Brasenose Lane	5.3		X					X				X				X					X				X				X					X				X					X				X				X		
High Level Gutter Works	**6.0**																																																		
Accessible hopper clearance	6.1			X					X				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				X				X			
SC9 trough clearance	6.3		X								X				X					X				X				X				X				X				X				X				X			
Downpipe inspections	6.4			X					X				X				X					X				X				X					X				X					X				X				X	
External Paving	**7.0**																																																		
Slab, cobbles and granite inspection	7.1				X					X				X				X					X				X				X					X				X					X				X			
Manhole covers and drain covers	7.2				X					X				X				X					X				X				X					X				X					X				X			
Fellows Garden steps and handrails	7.3				X					X				X				X					X				X				X					X				X					X				X			
High Level Stonework Inspection	**8.0**																																																		
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	X	
Monthly high level survey	8.2	X					X				X				X					X				X				X				X				X				X				X				X			
Annual physical inspection	8.3																												X																							
Communal WC's and Showers	**9.0**																																																		
Inspections	9.1				X					X				X				X					X				X				X					X				X					X				X			
Water Testing	**10.0**																																																		
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					X				X				X					X				X				X					X				X					X				X				X		
Monthly Calorifier temp check	10.3		X					X				X				X					X				X				X					X				X					X				X				X		
Monthly sanosil level check	10.4		X					X				X				X					X				X				X					X				X					X				X				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																																																	
Ladder and steps	**11.0**																																																		
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				X				X					X				X				X					X				X					X				X			
Asbestos	**12.0**																																																		
Annual inspection of known ACM's	12.1																												X																							
Machinery Service and inspection	**13.0**																																																		
Catering equipment	13.1																																																		
Vehicle service and MOT	13.2													X																																					
Portable Appliance Tests (PAT) annual visual	13.3																																							X											
Electricity	**14.0**																																																		
Fixed Wire Test rolling programme (5yr)	14.1																																								X										
General	**15.0**																																																		
Annual room inspections	15.1																												X																							
Annual condition survey	15.2																													X																					
Fans Grilles and Ducts	16																																																		
Cleaning and inspection	16.1				X					X				X				X					X				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