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# **PLANNED PREVENTATIVE** **ANNUAL MAINTENANCE SCHEDULE**

## **PLANNED PREVENTATIVE MAINTENANCE (PPM)<sup>i</sup>**

### **SCOPE OF WORKS**

#### **1. LIGHTNING PROTECTION**

1.1 Lightning protection systems are to be:

- a. Tested in accordance with BS6651 : 1999 Protection of Structures Against Lightning (as amended).
- b. Checked for their resistance to earth, measured in accordance with Code of Practice CP1013 'Earthing' (as amended).

1.2 Record findings and all defects found and address them in accordance with this document.

#### **2. MANSAFE SYSTEMS**

2.1 Mansafe systems are to be:

- a. Tested in accordance with:
  - 1) BS 7883 : 2005 Application and use of anchor devices conforming to BS EN 795 (as amended).
  - 2) BS EN 365 : 2004 Personal Protective Equipment against falls from height—General requirements for instructions for use and for marking (as amended).
  - 3) BS EN 795 : 1997 Protection against falls from a height anchor devices - Requirements and testing need to be provided for the operative to attach via a lanyard and harness (as amended).

2.2 Record findings and all defects found and address them in accordance with this document.

### **3. RAINWATER GUTTERS, VALLEYS AND DOWNPIPES**

3.1 The following are to be checked:

a. Gutters:

- 1) They are free from debris (i.e. moss, stones etc).
- 2) Their joints are water tight.
- 3) There are sufficient supporting brackets to support them.
- 4) Supporting brackets are firmly secured.
- 5) They are positioned correctly for their intended purpose.
- 6) There are no cracks in them allowing water to escape.
- 7) Down Pipes have been fitted correctly
- 8) Any hopper feeding them water is free of debris (i.e. moss, stones etc).

b. Valleys are to be checked to ensure that:

- 1) They are free from debris (i.e. moss, stones etc).
- 2) That their exposed material covering is in good condition and not in need of repair.

c. Down Pipes are to be checked to ensure that:

- 1) They are securely fitted to the wall.
- 2) There are sufficient supporting brackets to support them.
- 3) That their joints are positioned correctly.
- 4) That their discharge point is not blocked.
- 5) That the aperture for the water to enter the down pipe is not blocked on or of the originally installed size.

3.2 Record findings and all defects found and address them in accordance with this document.

### **4. SMOKE VENTILATION SYSTEMS**

4.1 Smoke Ventilation Systems are to be checked to ensure:

a. That they conform with:

- 1) The Regulatory Reform (Fire Safety) Order 2005 (as amended).
- 2) BS 5588 - 12 Managing fire safety (as amended).
- 3) BS7346 – 1 Components for smoke and heat control systems specification for natural smoke and heat exhaust ventilators (as amended).

4.2 Record findings and all defects found and address them in accordance with this document.

### **5. COLD WATER STORAGE TANKS**

5.1 Cold Water Storage Tanks are to:

a. Quarterly:

- 1) Check to ensure ball valves operate correctly
  - 2) Check float for leakage and security.
- b. 6 Monthly:
- 1) Check to ensure there is no scale deposits on level control switches.
  - 2) Check for leaks and structural weaknesses.
  - 3) Check valve stems are free to turn.
  - 4) Check air vents and overflow screens for blockages and condition.
  - 5) Check condition tank insulation.
- c. Annually:
- 1) Have all their vent pipes and overflows checked to ensure they are fitted with a close mesh to prevent ingress of foreign matter and that these are cleaned annually.
  - 2) Be cleaned annually and then disinfected in accordance with the procedures laid down in HSC ACOP L8 : 2001 Legionnaires disease (as amended).
  - 3) Have manlids and access covers check for the condition of their seals.
  - 4) Inspect and report cleanliness and condition of tanks.
  - 5) Ensure tank drains are clear and are in a serviceable condition.
  - 6) Check associated pipe work for condition.
  - 7) Check that all items of equipment comply with legislation (as amended), Bye-laws (as amended) and Codes of Practice (as amended).

5.2 Record findings and all defects found and address them in accordance with this document.

## **6. WATER CHECKS**

6.1 A sample of water is to be taken from each Cold Water Storage Tank at 6 monthly intervals in accordance with ACOP L8 (as amended) and tested for:

- a. Total Viable Count.
- b. Coliforms.
- c. Escherichia Coli
- d. Pseudomonas spp

6.2 Analysis of water samples for legionella are only to be carried out by a United Kingdom Accreditation Service (UKAS) accredited laboratory which takes part in the Public Health Laboratory Service (PHLS) Water Microbiology External Quality Assessment Scheme for the Isolation of Legionella from Water.

6.3 Record findings in the relevant Legionella Risk Assessment & Log Book held on site and report immediately to Holy Trinity Primary School all instances where test results are high or fail. If no Legionella Risk Assessment & Log Book are available then this will be completed in month 1 of the schedule.

## **7. WATER TEMPERATURE CHECKS AND FLUSHING**

- 7.1.1 Any infrequently used (i.e. which is not used on at least a weekly basis) taps or item capable of supplying water are to be in accordance with ACOP L8 (as amended):
- a. Flushed weekly and recorded in the relevant Legionella Risk Assessment & Log Book held on site. Care should be taken when flushing the outlet not to produce small aerosols or droplets of water as the water in the supplying pipework may have been lying still / stagnant for some time.
  - b. If an outlet is identified as no longer being required then it is to be brought to the attention of Holy Trinity Primary School immediately.
- 7.2 Record findings in the relevant Legionella Risk Assessment & Log Book held on site.
- 7.3 Water temperature checks are to be taken:
- a. Monthly:
    - 1) From 'cleaners' hot water boilers to ensure a temperature of 50°C is obtainable after the tap has run for 1 minute.
    - 2) From cold water taps having been allowed to run for a maximum of 2 minutes the water temperature does not exceed 20°C. Where the water temperature is found to be above 20°C then Holy Trinity Primary School is to be informed immediately.
  - b. 6 Monthly:
    - 1) Check water temperature from the ball valve area in the Cold Water Storage Tanks. Where the water temperature is found to be above 20°C then Holy Trinity Primary School is to be informed immediately.
- 7.4 Record findings in the relevant Legionella Risk Assessment & Log Book held on site.

## **8. MAINS INCOMING**

- 8.1 Mains incoming is to be checked in accordance with BS 7671 : 2008 Requirements for Electrical Installations (IEE Wiring Regulations Seventeenth Edition) (as amended) for:
- a. Visual signs of damage.
  - b. Any signs of overheating.
  - c. Ensuring cables are secure in switchgear.
  - d. Ensuring all signage required by legislation is in place.
  - e. Any indication of interference.
- 8.2 Record findings and all defects found and address them in accordance with this document.

## **9. ELECTRICAL INSTALLATION – GENERAL**

9.1 The electrical installation in general is to be checked in accordance with BS 7671 : 2008 Requirements for Electrical Installations (IEE Wiring Regulations Seventeenth Edition) (as amended) for:

a. Monthly:

- 1) External cleanliness of switchgear.
- 2) If cleaning is required, remove all external dust and dirt, using a vacuum cleaner and cleaning cloths of a material, which is free from loose fibres and metallic threads.
- 3) Inspect earth cables, tapes and bonding connections for damage.
- 4) Make a visual inspection of all small power outlets, checking for signs of damage, arcing or overheating.
- 5) Make a general inspection of emergency luminaries for cleanliness.

b. Annually:

- 1) Carry out inspection card testing as per BS 7671 : 2008.
- 2) Make a careful examination of the main switchboard enclosure, mountings and fixings for development of damage or defect.
- 3) Carry out inspection of isolators.
- 4) Carry out inspection of fuse switches. Ensure correctly rated fuses, freedom of movement during operation, apply slight smear of petroleum jelly to the contacts of the fuse carriers.
- 5) Carry out the following testing procedures:
  - i. Continuity of ring final sub-circuit conductors.
  - ii. Continuity of protective conductors, including main and supplementary equipotential bonding.
  - iii. Insulation resistance.
  - iv. Insulation of all assemblies (i.e. barriers and closures).
  - v. Polarity and Phase rotation.
  - vi. Earth loop impedance.
  - vii. Operation of any residual current devices.
- 6) Compare test results in serial 5 above with those of the test certification produced at handover and contained in the CDM files.

9.2 Record findings and all defects found and address them in accordance with this document.

## **10. RESIDUAL CIRCUIT BREAKERS (RCB)**

10.1 Residual Circuit Breakers are to be checked at the same time as Distribution Boards for:

- a. Ensuring there are no signs of scorching.
- b. Cleanliness, if required vacuuming them to get rid of any dust or cobwebs.
- c. Ensuring that all covers are fitted and secured correctly.
- d. The appropriate Health and Safety signs are displayed.

- e. Arcing, caused by poor working practices or overloading of systems and equipment.
  - g. A test of any residual current devices (RCDs) by operating test button.
- 10.2 Record findings and all defects found and address them in accordance with this document.

## **11. POWER DISTRIBUTION SYSTEM**

- 11.1 Check all connections for tightness in particular check the torque setting of riser and lateral busbar joint plates.
- 11.2 Ensure that the fuse ratings are correct.
- 11.3 Check for overheating and overloading of circuits.
- 11.4 Check contacts for pitting.
- 11.5 Check for moisture in the interior of all panels and clean out, and vacuum dust from around contactors in order to stop dirt hindering the clean contact of iron core pole faces.
- 11.6 Check operation of all switches and MCB's.
- 11.7 Ensuring that they contain their own electrical diagram in accordance with BS 7671 : 2008 (as amended).
- 11.8 Ensuring cables are secure in switchgear.
- 11.9 That the appropriate Health and Safety signs are displayed.
- 11.10 Record findings and all defects found and address them in accordance with this document.

## **12. CABLE DISTRIBUTION SYSTEM**

- 12.1 Ensure that the supply fuse rating is correct.
- 12.2 Carry out insulation test, check connections on both ends of cable for tightness.
- 12.3 Check for overheating and overloading of cables.
- 12.4 Check all earth connections and ensure that all bonding is satisfactory. Inspect for damage and corrosion at termination points.
- 12.5 Record findings and all defects found and address them in accordance with this document.

## **13. FINAL CIRCUIT EQUIPMENT**

- 13.1 Check that distribution board charts are labelled correctly.
- 13.2 Check all connections for tightness in the distribution board and isolating switch controlling the same.

- 13.3 Carry out insulation and earth loop impedance tests on all circuits.
- 13.4 Check electrical connections to MCB's.
- 13.5 Check the MCB's are fitted correctly in their boards.
- 13.6 Record findings and all defects found and address them in accordance with this document.

#### **14. SMALL POWER**

- 14.1 Wall sockets are to be checked to ensure:
  - a. They are secured correctly to the wall.
  - b. The covers are not cracked or damaged.
  - c. Their switches work correctly.
  - d. Power is available from them.
  - e. That covers are not scorched by the overloading of systems and equipment.
- 14.2 Record findings and all defects found and address them in accordance with this document.

#### **15. ELECTRIC HEATERS**

- 15.1 Electrical heaters during the month of September are to be:
  - a. Checked to ensure that all exposed cabling is to the latest Edition of the Institute of Electrical Engineers standards (currently 17<sup>th</sup> and as amended) and that the wall fuse-spur cover is fitted correctly and is not cracked or broken.
  - b. Checked to ensure that their control dial and on/off switch work correctly and are not broken.
  - c. Checked to ensure that they are securely fitted to the wall.
  - d. Checked to ensure they are working.
  - e. Vacuumed to ensure dust is removed from the heating element thus preventing any smell emanating from the heater.
- 15.2 Record findings and all defects found and address them in accordance with this document.

#### **16. TRANSFORMERS**

- 16.1 Ensure that the Transformers are tested, inspected and maintained in accordance with manufactures recommendations/guidelines and industry best practice.
- 16.2 Record findings and all defects found and address them in accordance with this document.

#### **17. EXTRACTION UNITS**



17.1 Units are to be checked to ensure:

- a. They are working.
- b. There are no signs of wear (i.e. of bearings etc).
- c. The filter (where fitted) is changed at required intervals as laid down by the manufacturer of the unit.
- d. The fan blades are cleaned at each visit.
- e. There is no obstruction to the fan's covers.
- f. The fan housing is secure and covers are fitted correctly.

## **18. AIR HANDLING UNITS**

18.1 Carry out full visual inspection of all unit casing

18.2 Carry out full test ensuring that any airflow or pressure switch interlocks are functioning properly

18.3 Full test and service to be carried out in accordance with the maintenance schedule supplied

## **19. AIR CONDITIONING UNITS**

19.1 Carry out a full visual inspection of all unit casing

19.2 Full test and service to be carried out in accordance with the maintenance schedule supplied

## **20. INTERNAL GENERAL LIGHTING**

20.1 General interior lighting is to be checked monthly to ensure:

- a. Lights work and have the correct bulbs fitted as stated by the manufacturer.
- b. Light covers are not damaged.
- c. Light fittings are secure.
- d. Securing clips/screws for light covers are serviceable and correct quantities are used.
- e. Should lights be operated by a sensor (PIR / LUX level) then ensure sensors operate as required by Eddisons on behalf of the respective Freeholder / Managing Company.
- f. Test operation of all general light circuits

20.2 On the first visit, an internal lighting schedule is to be completed (and given to Eddisons Facility Management Department in electronic format within 6 weeks on the start of the contract) for communal areas only and is to list:

- a. The type of light fitting (by model and manufacturer) and bulb required together with quantity to be found in each Development by:

- 1) Corridor
- 2) Foyer
- 3) Staircase
- 4) Plant room
- 5) Cleaners cupboard
- 6) Any other areas (which are to be listed separately)

20.3 Record findings and all defects found and address them in accordance with this document.

g. That they have their 6 monthly and yearly services in accordance with the respective manufacturers recommendations.

20.3 Record findings and all defects found and address them in accordance with this document.

## **21. EMERGENCY LIGHTING MONTHLY INSPECTION AND TEST**

21.1 The monthly test of the emergency lighting is to be strictly in accordance with EN 50172 : 2004 (as amended) and the results recorded in the respective Fire Log Book located next to the developments fire alarm panel.

21.2 On the first visit, a list is to be produced per development listing (this is to be given to Holy Trinity Primary School in electronic format within 6 weeks on the start of the contract) :

- a. The quantity and type of light fitting (by model and manufacturer).
- b. The quantity and type of bulbs required.
- c. The quantity and type of batteries used (if applicable).

21.3 On the first visit an Emergency Lighting schedule (and given to Holy Trinity Primary School in electronic format within 6 weeks on the start of the contract) is to be completed for communal areas only and is to list:

- 1) Corridor
- 2) Foyer
- 3) Staircase
- 4) Plant room
- 5) Cleaners cupboard
- 6) Other areas (which are to be listed separately)

21.4 Record findings and all defects found and address them in accordance with this document.

## **22. FIRE DOORS**

22.1 Fire Doors are to be check adjusted if necessary and left in full working order after each quarterly visit. Only parts of equal or a better standard are to be fitted as running replacements. The following actions are to be completed on each visit (unless stated otherwise):

22.2 Create unique number for each individual door and create a Log Book reflecting the numbers (1<sup>st</sup> visit only).

### 22.3 Check that:

- a. Check that Fire Door has a Fire Door sign on it both sides.
- b. Check that if the Fire Door has glass in it that it does not rattle and it is not cracked or broken. Any Vision Panels in the door should clear (i.e. no labels on them).
- c. Check to ensure there are 3 hinges per door and no screws are missing and that the door has not dropped on them and the pivot pin in each hinge is securely in position.
- d. Lightly lubricate hinges if required (i.e. stop squeaking noise/stiff operation).
- e. Ensure each Fire Door closes in a fluid and steady motion and does not slam shut.
- f. Ensure the door self closure is affixed to door and frame securely and does not catch the door.
- g. Check to ensure no oil is leaking from door closure device.
- h. Ensure that all Fire Doors close fully forming seal with door frame.
- i. Ensure door handles function correctly and are not loose or missing.
- j. Check the intumescent strip to insure it is intact and correctly fitted.
- k. Ensure are any cold smoke seals fitted (i.e. brushes) in good condition and not missing or damaged.
- l. Ensure that if Electromagnetic hold open devices or Electro Actuation devices are in use that they working correctly.
- m. Remove any obstruction holding open a Fire Door unless it conforms to BS 5839 (as amended).
- n. Sockets used for housing Fire Door Panic Bar bolts should be checked and cleaned out.
- o. All Panic Bars are to be checked to ensure that they operate smoothly and correctly.
- p. Log all faults found in the respective Build Fire Door Log Book.

### 22.4 Record findings and all defects found and address them in accordance with this document.

## **23. FIRE DOOR RELEASE MECHANISMS**

### 23.1 Automatic door release mechanisms are checked as per:

#### 32.1.1 The Regulatory Reform (Fire Safety) Order 2005 (as amended).

32.1.2 BS 5588 - 12 Managing fire safety (as amended).

23.2 Record findings and all defects found and address them in accordance with this document.

## **24. MAIN ENTRANCE DOORS**

24.1 Main entrance doors are to:

- a. Have their hinges checked to ensure they are securely in place and have all their screws/nuts in place.
- b. Be checked to ensure they have not dropped in its frame (i.e. does not catch on the ground).
- c. Have their glass panels checked to ensure they are secure and not cracked.
- d. Have their hinges lubricated to ensure they operate smoothly.
- e. Be checked to ensure all their frame panels are firmly in place and not damaged.

24.2 Record findings and all defects found and address them in accordance with this document.

## **25. ACCESS CONTROL SYSTEM**

25.1 Main entrance access control systems are to:

- a. Be checked to ensure there is a watertight seal around the outside control panel.
- b. That all panel buttons work.
- c. Be checked to ensure all numbers/letters are clearly visible on the buttons.
- d. To be checked to ensure that the speaker works and is of an audible level.
- e. To be checked to ensure LED displays work and are clear and bright.

25.2 Record findings and all defects found and address them in accordance with this document.

## **26. ROLLER SHUTTER**

26.1 The roller shutter is to be maintained in accordance with manufacturers' recommendations.

26.2 Record findings and all defects found and address them in accordance with this document.

## **27. ROOF INSPECTION & CLEANING**

27.1 The roof is to be inspected and a report provided on its condition.

27.2 The roof is to be cleared of all foreign debris which is also to including weeds, shoes, bottles, cigarette butts, bread and paper.

**28. GAS BOILER SERVICING**

28.1 Check performance reports since last service visit

28.2 Carry out full Gas Boiler Service in line with Gas Safe regulations

28.3 Issue required certification and highlight any remedial works required

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<sup>i</sup> All PPM is to be undertaken in accordance with manufacturers instructions (as amended) the relevant European / British Standard (as amended) or the Heating and Ventilating Contractors' Association (HVCA) Service and Facilities Group 20 (SFG20)(as amended) and the most stringent inspection / testing / servicing found amongst them is to be adopted. Should clarification be required, then contact Nationwide Property Solutions Ltd. The costs relating to the publications (and their licences) required to undertake the PPM if not already held by Nationwide Property Solutions Ltd is to be borne by the contractor / sub-contractor.