Planned Building Maintenance - Checklist

** Please note this list is not exhaustive **

Key: **Red = statutory requirement**

Item	Frequency	Responsibilty	Date Last Checked	Date Last Checked	Date Last Checked	Comments
Air Conditioning						
Checking / testing / servicing	Half yearly or annually dependent on usage	School				
Energy performance certification	5 yearly	School				
Asbestos						
Premises inspection	3 yearly	KCC				
Schools have mandatory responsibilities. Please refer to the school's asbestos report for details, as well as KCC's policy and guidance documents	Refer to report	School				
Automatic Doors						
Servicing	Annually as a minimum, depending on manufacturer's guidance and usage	School				
Drains						
Clear drainage channels including soak aways	2 yearly	School				
Electrical Inspection						
Inspection and testing	5 yearly	KCC				
Resultant works. Schools have mandatory responsibilities. Please refer to school's electrical report for details	Refer to report	N1&N2 - KCC. All others - School				

Emergency Lighting						
Testing	Quarterly	KCC				
General walk round - basic visual inspection	Weekly	School				
Testing of selected fittings, on/off only	Monthly	School				
1 hour drain down of lighting (turn off electric supply to check battery) record in log book	1st Quarter	School				
2 hour drain down of lighting, (turn off electric supply to check battery) record in log book	2nd Quarter	School				
1 hour drain down of lighting (turn off electric supply to check battery) record in log book	3rd Quarter	School				
3 hour drain down of light (turn off electric supply to check battery) record in log book	4th Quarter	School				
Fire Alarm						
Full Testing	6 Monthly	KCC				
Test on call point, different call point each time, record in log book	Weekly	School				
Glazing						
Glazing maintenance - e.g. ensure safety filmed areas in good condition	Annually (safety film has a 10 year life span)	School				
Gutters						
Clear out. Remove debris and flush through with a hosepipe.	Annually as a minimum, dependant on site location	School				
Heating - Electric Convector Heaters						

Clean	Annually	School				
Heating System - Gas						
Boilers and plant tested, inspected and serviced	Annually	KCC				
Gas carcass certification tested	3 yearly	KCC				
Radiators / Heating	Turn on prior to heating season	School				
Heating - Liquid Propane Gas (LPG)						
Tank and pipework inspection by competent person	Annually	KCC				
Visual checks (compound secure, vegetation controlled, damage check, etc) - see your LPG risk assessment for relevant items	3 times annually (as for buildings inspection)	School				
Heating System - Oil						
Boilers and plant tested, inspected and serviced	6 monthly	KCC				
Oil certification tested	Annually	KCC				
Radiators / heating	Turn on prior to heating season	School				
Check oil supply	Prior to heating season	School				
Intruder Alarm / CCTV						
Servicing	Annual	School				
Kitchen						
Gas supply to kitchen	6 Monthly	KCC				
Extract system - clean	Annually - minimum for normal usage	School				
Catering equipment inspection	Annually	KCC				
Lifts						

Servicing	Dependent on lift model manufacturer's recommendations but could range from monthly, quarterly or six monthly as a minimum	KCC				
Lightning Protection						
Inspection and testing	Annually	School				
Playgrounds & Other External Areas						
Inspect external areas to ensure physical damp proof course (i.e. the barrier to prohibit damp entering a building from the ground is not breached)	5 yearly	School				
Check surface of play area to ensure no trip hazards	Annually	School				
Playground equipment	Regularly	School				
Portable Appliance Testing (PAT)						
PAT Tests	Annually	School				
Items containing elements e.g. tea urn, kettle	6 monthly	School				
Sprinklers						
Pump test	Weekly	School				
Servicing	Quarterly	School				
Trees						
Safety inspections	Annually	KCC				
Resultant works	As per the inspection report's recommendation	School				

Water Hygiene Checks						
Risk assessment	Every two years	KCC				
Monitoring of system	As required re risk assessment	School				
Swimming pools - check	Daily	School				
Hydrotherapy pools - check	Daily	School				
Windows						
Maintenance of moving parts of PVCu and aluminium	Annually	School				

Useful Information - www.kent.gov.uk/business/council_business_services/kcc_land_and_property/info_for_schools.aspx

In particular:
Asbestos Important Information
Management of Asbestos
Water Hygiene Risk Assessment
Thinking of Construction Work - Construction (Design & Management) Regulations
Major Building Works- Guidance for schools who wish to manage their own project
Minor Projects Guidance

Should you require further details please contact KCC Property Group Contracts Manager for your area:
Zone 1: Mike Bennett - 01622 696686 - michael.bennett@kent.gov.uk
Zone 2: Lynn Keeley - 01622 221193 - lynn.keeley@kent.gov.uk
Zone 3: Mark Carnt - 01622 696036 - mark.carnt@kent.gov.uk