|  |  |
| --- | --- |
| **Maintenance /Inspection** | **Frequency** |
| **Heating and Ventilation** |   |
| Boiler  | Annually |
| Radiators | Bi annually |
| Extract system | Annually |
| Pipe work distribution | Annually before winter months |
|   |   |
| **Power Distribution** |   |
| Inspect wiring | Annually |
| Inspect surface mounted sockets and switches | Monthly |
|   |   |
| **Fire and Security** |   |
| Fire alarm | Monthly |
| Fire extinguishers | Inspect monthly, Maintain annually |
| Security alarm | Annually |
|   |   |
| **Drains and surface water System** |   |
| Drains | Bi annually |
| Rain water gutters and spouting | Quarterly |
|   |   |
| **Roof Covering** |   |
| Roof surface/coating | Bi annually |
| Flashings | Bi annually |
|   |   |
| **Building External**  |   |
| Exterior condition of building | Quarterly |
|   |   |
| **Monitor property for general repairs** |   |
| Windows and doors- weather stripping, thresholds, hinges, door closures and locks | Weekly |
| Stairwells and Access - loose fastenings and treads  | Weekly |
| Sidewalks and Parking | Weekly |
| Plumbing- leaks, blockages, damage | Monthly |
| **Furnishings, fittings and finishes** |   |
| Floor coverings | Monthly |
| Upholstery | Monthly |
| Wall finishes | Monthly |
|   |   |
| **Plant and Equipment**  | In line with manufactures recommendations. Cellar cooling system annually by ACME |