

Cyclic Maintenance Plan – Proforma

Report on inspection outcomes for the period ending / / 21

Collated by:

Part A Routine Inspections – Building								
1.0 Internal								
	Item	Inspection by	When	Assigned to	Annual Cost	Completion Date	Signed Off	Comments/Further Action Required
1.1	LEARNING SPACES							
1.1.1	Walls							
	Inspect walls for any damage or cracking.	Principal	Annually					
1.1.2	Doors							
	Inspect operation of doors including locks and hinges. Oil where required.	Principal	Annually					
1.1.3	Ceilings							
	Inspect for condition, water marks, etc.	Principal	Annually					
1.1.4	Windows							
	Inspect frames and panes for rust, deterioration, etc.	Principal	Annually					
1.1.5	Joinery							
	Inspect condition of cupboard locks and catches. Inspect condition of shelving.	Principal	Annually					
1.1.6	Floors							
	Inspect floor coverings.	Principal	Annually					

1.1.7	Electrical							
	Check that all power points, lights and fans are operable.	Tradesperson	Annually					
1.1.8	Environment control							
	Check that heaters and air conditioners are serviced and fully operable.	Tradesperson	Six-monthly					
TOTAL COST								

	Item	Inspection by	When	Assigned to	Annual Cost	Completion Date	Signed Off	Comments/Further Action Required
1.2	ADMINISTRATION AND STAFF AREAS							
1.2.1	Walls							
	Inspect walls for any damage or cracking.	Principal	Annually					
1.2.2	Doors							
	Inspect operation of doors, including locks and hinges. Oil where required.	Principal	Annually					
1.2.3	Ceilings							
	Inspect for condition, water marks, etc.	Principal	Annually					
1.2.4	Windows							
	Inspect frames and panes for rust, deterioration, etc. Inspect locks and hinges.	Principal	Annually					
1.2.5	Joinery							
	Inspect condition of cupboard locks and catches. Inspect condition of shelving.	Principal	Annually					
1.2.6	Floors							
	Inspect floor coverings.	Principal	Annually					
1.2.7	Equipment							
	Communications and information.	ICT	Per term					
1.2.8	Electrical							
	Check that all power points, lights and fans are operable.	Tradesperson	Annually					
1.2.9	Environment control							
	Check that heaters and air conditioners are serviced and fully operable.	Tradesperson	Six-monthly					
TOTAL COST								

	Item	Inspection by	When	Assigned to	Annual Cost	Completion Date	Signed Off	Comments/Further Action Required
1.3	AMENITIES							
1.3.1	Toilets							
1.3.2	Finishes							
	Inspect and check conditions of all floor/wall finishes: e.g. vinyl, painted or tiled.	Principal	Six-monthly					
1.3.3	Doors							
	Inspect operation of doors including locks and hinges. Oil where required.	Cleaners	Weekly					
1.3.4	Fittings							
	Inspect and check all sanitary fixtures for condition and operation.	Tradesperson	Six-monthly					
1.3.5	Lighting and ventilation							
	Inspect and check if acceptable.	Principal	Six-monthly					
1.3.6	Taps							
	Inspect operation and replace washers.	Cleaners	Weekly					
1.3.7	Cisterns							
	Inspect operation.	Cleaners	Weekly					
1.3.8	Hand dryers							
	Inspect operation.	Cleaners	Weekly					
TOTAL COST								

2.0 Essential Services								
	Item	Inspection by	When	Assigned to	Annual Cost	Completion Date	Signed Off	Comments/Further Action Required
2.1	FIRE SERVICES							
2.1.1	Fire hydrants							
	Inspect fire hydrants.	Fire Services	Six-monthly					
2.1.2	Smoke detectors							
	Inspect smoke detectors.	Fire Services	Six-monthly					
2.1.3	Fire extinguishers							
	Inspect fire extinguishers.	Fire Services	Six-monthly					
2.1.4	Egress and access							
	Check emergency exits are clear. Check disabled access is clear.	Principal	Weekly					
2.1.5	Electrical services							
	Inspect exit lights.	Electrician	Six-monthly					
2.1.6	Emergency lighting							
	Inspect emergency lighting.	Electrician	Six-monthly					
2.1.7	Electrical testing and tagging							
	Inspect, test and tag as compliant all electrical equipment.	Electrician	Annually					
TOTAL COST								

3.0 Additional Items								
	Item	Inspection by	When	Assigned to	Annual Cost	Completion Date	Signed Off	Comments/Further Action Required
3.1	FACILITIES SERVICES							
3.1.1	Security monitoring	Commercial provider	Ongoing					
3.1.2	Pest control	Commercial provider	Three-monthly					
3.1.3	Sanitary bins	Commercial provider	Monthly					
3.1.4	Cleaning	Commercial provider	Ongoing					
3.1.5	Waste disposal	Commercial provider	Weekly					
3.1.6	Security shredding	Commercial provider	Monthly					
3.1.7	Water cooler	Commercial provider	Six-monthly					
3.2	CONTINGENCY BUDGET							
3.2.1	Locks/keys	Principal	Ongoing					
3.2.2	Small appliances	Principal	Ongoing					
TOTAL COST								
TOTAL COST OF ROUTINE MAINTENANCE								