

Planned Maintenance Schedule

(Example)

Weekly Tasks

1. **Fire Alarm Testing**
 - ⇒ Test fire alarm call points to ensure functionality.
 - ⇒ **Legal Reference:** Regulatory Reform (Fire Safety) Order 2005 (RRFSO).
 2. **Emergency Lighting Checks**
 - ⇒ Perform a quick test to confirm lights operate during power cuts.
 - ⇒ **Legal Reference:** BS 5266.
 3. **Workplace Inspections**
 - ⇒ Check for hazards (e.g., loose wires, spills, blocked exits).
 - ⇒ **Legal Reference:** Health and Safety at Work Act 1974 (HSWA).
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Monthly Tasks

1. **Water Temperature Monitoring**
 - ⇒ Check hot water storage (above 60°C) and cold water (below 20°C) to prevent Legionella.
 - ⇒ **Legal Reference:** Control of Substances Hazardous to Health (COSHH).
 2. **HVAC Filters**
 - ⇒ Inspect and replace filters if needed for air quality.
 - ⇒ **Legal Reference:** HSWA.
 3. **PAT Spot Checks**
 - ⇒ Perform visual inspections of portable electrical equipment.
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Quarterly Tasks

1. **Fire Extinguisher Visual Inspection**
 - ⇒ Check pressure gauges, seals, and signs of damage.
 - ⇒ **Legal Reference:** BS 5306-3.
2. **Pest Control**
 - ⇒ Schedule professional inspections and treatments if necessary.
 - ⇒ **Legal Reference:** Food Safety Act 1990 (for food-related businesses).
3. **Roof and Gutter Checks**
 - ⇒ Inspect for leaks, blockages, or damage to prevent water ingress.

Annual Tasks

1. **Gas Safety Check**
 - ⇒ Arrange for a Gas Safe registered engineer to issue a Gas Safety Certificate.
 - ⇒ **Legal Reference:** Gas Safety (Installation and Use) Regulations 1998.
2. **Fire Risk Assessment Review**
 - ⇒ Update or review the fire risk assessment.
 - ⇒ **Legal Reference:** RRFSO.
3. **Fixed Wire Testing (EICR)**
 - ⇒ Conducted every 5 years (or earlier for high-risk environments).
 - ⇒ **Legal Reference:** Electricity at Work Regulations 1989.
4. **Fire Extinguisher Servicing**
 - ⇒ Service by a qualified technician.
 - ⇒ **Legal Reference:** BS 5306-3.
5. **Legionella Risk Assessment Review**
 - ⇒ Conducted by a competent professional.
 - ⇒ **Legal Reference:** COSHH.
6. **Lift and Escalator Thorough Examination**
 - ⇒ Inspections as per LOLER requirements.
 - ⇒ **Legal Reference:** Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Every 3-5 Years

1. **EICR Testing**
 - ⇒ Frequency depends on property type and use:
 - Commercial: Every 5 years.
 - Industrial/High-Risk: Every 3 years.
 - ⇒ **Legal Reference:** Electricity at Work Regulations 1989.
2. **Fire Suppression System Maintenance** (e.g., Sprinklers)
 - ⇒ Comprehensive checks as per BS EN 12845.

Additional Industry-Specific Tasks

- **F-Gas Systems Maintenance** (if applicable): Annual leak checks and maintenance.
 - ⇒ **Legal Reference:** Fluorinated Greenhouse Gases Regulations.
- **Refrigeration/Freezer Maintenance:** Temperature and seal checks.

Record-Keeping

- **Digital Logs:** Use software to track maintenance schedules, reminders, and certifications.
- **Paper Records:** Keep hard copies of inspection reports and certifications for audits.