



PPM SCHEDULE

Maintenance Activities	
INTERNAL	CONTRACT
AD HOC (no contract)	Not Yet Done

IF NOT DONE												
ID	Location	Element	Sub- Element	Task	Performed By	Current Frequency	Suggested Performed By	Suggested Frequency	Condition	Priority Rating	Urgent	Estimated Costs
1.01	Some Blocks	Fire & Life Safety System	Fire Alarm & Detection Systems	Function Test & Visual Inspection	Sureserve	Monthly						
1.02	Some Blocks	Fire & Life Safety System	Fire Alarm & Detection Systems	Full System Test	Sureserve	Annually						
1.03	Car Parks	Fire & Life Safety System	Fire Dampers / Roller Shutters	Function Test & Visual Inspection	Sureserve	6 Monthly						
1.04	Car Parks	Fire & Life Safety System	Fire Dampers / Roller Shutters	Full System Test & Service	Sureserve	Annually						
1.05	Car Parks	Fire & Life Safety System	Fire Extinguishers	Visual Inspection	Sureserve	Monthly						
1.06	Car Parks	Fire & Life Safety System	Fire Extinguishers	Pressure Tests	Sureserve	Annually						
1.07	Car Parks	Fire & Life Safety System	Fire Extinguishers	Replacement	Sureserve	Variable (depends on type)						
1.08	All Blocks	Fire & Life Safety System	Fire Doors	Visual Inspection and Adjustment	Sureserve	Annually						
1.09	All Blocks	Fire & Life Safety System	Fire Safety Signage	Condition Inspection	Sureserve	Annually						
1.10	Most Blocks	Fire & Life Safety System	Dry Risers	Visual Inspection	Sureserve	6 Monthly						
1.11	Most Blocks	Fire & Life Safety System	Dry Risers	Pressure Tests	Sureserve	Annually						
1.12	Some Blocks	Fire & Life Safety System	Wet Risers	Visual Inspection	Sureserve	6 Monthly						
1.13	Some Blocks	Fire & Life Safety System	Wet Risers	Pressure Tests	Sureserve	Annually						
1.14	Car Parks	Fire & Life Safety System	Sprinkler Systems	Function Test & Visual Inspection	Sureserve	Weekly						
1.15	Car Parks	Fire & Life Safety System	Sprinkler Systems	Function Test & Visual Inspection	Sureserve	Monthly						
1.16	Car Parks	Fire & Life Safety System	Sprinkler Systems	Full System Test & Service	Sureserve	Quarterly						
1.17	Car Parks	Fire & Life Safety System	Sprinkler Systems	Full System Test & Service	Sureserve	6 Monthly						
1.18	Car Parks	Fire & Life Safety System	Sprinkler Systems	Full System Test & Service	Sureserve	Annually						
1.19	All Blocks	Fire & Life Safety System	Emergency Lighting	Function Test & Visual Inspection	Sureserve	Monthly						
1.20	All Blocks	Fire & Life Safety System	Emergency Lighting	Full System Test & Service	Sureserve	Annually						
1.21	All Blocks	Fire & Life Safety System	Smoke Control Systems / AOVs	Function Test & Visual Inspection	Sureserve	6 Monthly						
1.22	All Blocks	Fire & Life Safety System	Smoke Control Systems / AOVs	Full System Test & Service	Sureserve	Annually						
1.23	Car Parks	Fire & Life Safety System	Hose Reels	Function Test & Visual Inspection	Sureserve	Annually						
1.24	All Blocks	Fire & Life Safety System	Risk Assessments	Risk Assessments	Ad Hoc	Annually						
2.01	All Blocks	Electrical Systems	Fixed Wiring	Full Inspection & Testing	Ad Hoc	5 Yearly						
2.02	Non-Block (BEO / EC)	Electrical Systems	PAT Testing	Full Inspection & Testing	Ad Hoc	Annually						
2.03	All Blocks	Electrical Systems	Lightning Protection	Function Test & Visual Inspection	Sureserve	11 Monthly						
2.04	All Blocks	Electrical Systems	Internal (Block) Lighting	Visual Inspection	PSO	Annually						
2.05	All Blocks	Electrical Systems	External Lighting	Visual Inspection	PSO	Annually						
2.06	Non-Block (BEO / EC)	Electrical Systems	BMS Panels	Full System Test & Service	Ad Hoc	Annually						
2.07	All Blocks	Electrical Systems	UPS Systems	Function Test & Visual Inspection	Sureserve	Quarterly						
2.08	All Blocks	Electrical Systems	UPS Systems	Full System Test & Service	Sureserve	Annually						
2.09	All Blocks	Electrical Systems	Surge Protection Devices	Function Test & Visual Inspection	Ad Hoc	Annually						
3.01	Some Blocks	Mechanical Services	Boilers	Full System Test & Service	Ad Hoc	Annually						
3.02	Some Blocks	Mechanical Services	Generators	Function Test & Visual Inspection	Sureserve	Monthly						
3.03	Some Blocks	Mechanical Services	Generators	Function Test & Visual Inspection	Sureserve	Quarterly						
3.04	Some Blocks	Mechanical Services	Generators	Full System Test & Service	Sureserve	Annually						
3.05	All Blocks	Mechanical Services	Pumps	Visual Inspection	Ad Hoc	Quarterly						
3.06	All Blocks	Mechanical Services	Pumps	Full System Test & Service	Ad Hoc	Annually						
3.07	Car Parks	Mechanical Services	Car Park Fans	Visual Inspection	Ad Hoc	Quarterly						
3.08	Car Parks	Mechanical Services	Car Park Fans	Full System Test & Service	Ad Hoc	Annually						
3.09	Non-Block (BEO / EC)	Mechanical Services	Air Conditioning Units	Function Test & Visual Inspection	Ad Hoc	6 Monthly						
3.10	All Blocks	Mechanical Services	Ventilation Systems	Full System Test & Service	PSO	Annually						
3.11	Some Blocks	Mechanical Services	Ventilation Systems (Towers)	Full System Test & Service	PSO	Quarterly						
3.12	All Blocks	Mechanical Services	Ventilation Systems (Inside Flats)	Cleaning & Visual Inspection	Chigwell	Annually						
3.13	Non-Block (BEO / EC)	Mechanical Services	Toilet Alarms	Function Test & Visual Inspection	Sureserve	Monthly						
3.14	Non-Block (BEO / EC)	Mechanical Services	Toilet Alarms	Full System Test & Service	Sureserve	Annually						
3.15	All Blocks	Mechanical Services	Shut-Off / Isolation Valves	Function Test & Visual Inspection	None		Repairs and Maintenance	Annually				
3.16	Some Blocks	Mechanical Services	Pressure Reducing Sets	Function Test & Visual Inspection	None		Repairs and Maintenance	Annually				
3.17	All Blocks	Mechanical Services	Soil and Vent Pipework	Visual Inspection	None		Repairs and Maintenance	Annually				
3.18	All Blocks	Mechanical Services	Soil and Vent Pipework	CCTV Survey	None		Structural Waterproofing	5 Yearly				
3.19	Non-Block (BEO / EC)	Mechanical Services	Thermostatic Mixing Valves	Function Test & Visual Inspection	Guardian	Annually						
3.20	Some Blocks	Mechanical Services	Expansion Vessels / Pressurisation Units	Function Test & Visual Inspection	Guardian	Annually						
3.21	Car Parks	Mechanical Services	Petrol Interceptors	Visual Inspection	Ad Hoc	Quarterly						
3.22	Car Parks	Mechanical Services	Petrol Interceptors	Full System Test & Service	Ad Hoc	Annually						
3.23	Car Parks	Mechanical Services	Petrol Interceptors	Structural Survey of System	Ad Hoc	5 Yearly						
3.24	All Blocks	Mechanical Services	Architectural Ironmongery (Communal Doors)	Function Test & Service	None		Repairs and Maintenance	Annually				
3.25	All Blocks	Mechanical Services	Architectural Ironmongery (Privacy Screens)	Function Test & Service	None		Repairs and Maintenance	Annually				
3.26	All Blocks	Mechanical Services	Garchey	Cleaning & Visual Inspection	Garchey Team	6 Monthly						
3.27	All Blocks	Mechanical Services	Garchey	Full System Test & Service	Garchey Team	Annually						
3.28	All Blocks	Mechanical Services	Garchey	Structural Survey of System	Ad Hoc	5 Yearly						
3.29	All Blocks	Mechanical Services	Underfloor Heating	Condition Survey	None		External Qualified Electrician	5 Yearly				
4.01	All Blocks	Water Hygiene	Cold Water Storage Tanks	Visual Inspection	Guardian	Monthly						
4.02	All Blocks	Water Hygiene	Cold Water Storage Tanks	Temperature Testing	Guardian	Monthly						
4.03	All Blocks	Water Hygiene	Cold Water Storage Tanks	Sampling	Guardian	6 Monthly						
4.04	All Blocks	Water Hygiene	Cold Water Storage Tanks	Cleaning & Visual Inspection	Guardian	Annually						
4.05	Some Blocks	Water Hygiene	Drinking Water Storage Tanks	Visual Inspection	Guardian	Monthly						
4.06	Some Blocks	Water Hygiene	Drinking Water Storage Tanks	Temperature Testing	Guardian	Monthly						
4.07	Some Blocks	Water Hygiene	Drinking Water Storage Tanks	Sampling	Guardian	6 Monthly						

ID	Location	Element	Sub- Element	Task	Performed By	Current Frequency	Suggested Performed By	Suggested Frequency	Condition	Priority Rating	Urgent	Estimated Costs
4.08	Some Blocks	Water Hygiene	Drinking Water Storage Tanks	Cleaning & Visual Inspection	Guardian	Annually						
4.09	Non-Block (BEO / EC)	Water Hygiene	Calorifiers	Visual Inspection	Guardian	Monthly						
4.10	Non-Block (BEO / EC)	Water Hygiene	Calorifiers	Temperature Testing	Guardian	Monthly						
4.11	Non-Block (BEO / EC)	Water Hygiene	Calorifiers	Cleaning & Visual Inspection	Guardian	Annually						
4.12	All Blocks	Water Hygiene	Expansion Tanks / Overflows	Cleaning & Visual Inspection	None		Repairs and Maintenance	Annually				
4.13	All Blocks	Water Hygiene	Risk Assessments	Risk Assessments	Ad Hoc	Annually						
5.01	Most Blocks	Lifts	Lifts	Preventative Maintenance	Guideline	Monthly						
5.02	Most Blocks	Lifts	Lifts	LOLER Inspections	BES	6 Monthly						
5.03	Most Blocks	Lifts	Lifts	SAFED Checks	Guideline	Annually						
5.04	Most Blocks	Lifts	Autodiallers	Function Test & Visual Inspection	Guideline	Quarterly						
5.05	Most Blocks	Lifts	Autodiallers	Full System Test & Service	Guideline	Annually						
5.06	Most Blocks	Lifts	Monitoring Systems	Function Test & Visual Inspection	Guideline	Annually						
5.07	Most Blocks	Lifts	Fireman's Lift Controls	Function Test & Visual Inspection	Guideline	Annually						
6.01	Most Blocks	Access & Security	Intercom Systems	Function Test & Visual Inspection	None		Repairs and Maintenance	Annually				
6.02	Non-Block (BEO / EC)	Access & Security	Access Control Systems	Function Test & Visual Inspection	None		Specialist	Annually				
6.03	Car Parks	Access & Security	CCTV	Function Test & Visual Inspection	Ad Hoc	Quarterly						
6.04	Car Parks	Access & Security	CCTV	Full System Test & Service	Ad Hoc	Annually						
6.05	Some Blocks	Access & Security	Automatic Closing Doors	Function Test & Visual Inspection	Ad Hoc	Quarterly						
6.06	Some Blocks	Access & Security	Automatic Closing Doors	Full System Test & Service	Ad Hoc	Annually						
6.07	Car Parks	Access & Security	Automatic Gates and Barriers	Function Test & Visual Inspection	Ad Hoc	Quarterly						
6.08	Car Parks	Access & Security	Automatic Gates and Barriers	Full System Test & Service	Ad Hoc	Annually						
7.01	All Blocks	Building Fabric	Concrete Testing	Visual Inspection & Testing	Ad Hoc	5 Yearly						
7.02	All Blocks	Building Fabric	Concrete Testing	Full Test	Ad Hoc	10 Yearly						
7.03	Most Blocks	Building Fabric	Balustrades	Visual Inspection	None		Specialist	5 Yearly				
7.04	All Blocks	Building Fabric	Glazing (Common Parts)	Visual Inspection	None		Repairs and Maintenance	Annually				
7.05	All Blocks	Building Fabric	Glazing (Seal Checks)	Visual Inspection	None		Repairs and Maintenance	Annually				
7.06	All Blocks	Building Fabric	Window/Door Frames	Visual Inspection	None		Repairs and Maintenance	Annually				
7.07	All Blocks	Building Fabric	Redecoration (Internal Common Parts)	Cyclical Works	Ad Hoc	At least as per lease						
7.08	All Blocks	Building Fabric	Redecoration (External)	Cyclical Works	Ad Hoc	At least as per lease						
7.09	All Blocks	Building Fabric	Expansion Joints (Podium)	Visual Inspection & Testing	None		Structural Waterproofing	Annually				
7.10	All Blocks	Building Fabric	Expansion Joints (Block)	Full Test	None		Structural Waterproofing	5 Yearly				
7.11	All Blocks	Building Fabric	Expansion Joints (Podium)	Visual Inspection & Testing	None		Structural Waterproofing	5 Yearly				
7.12	All Blocks	Building Fabric	Expansion Joints (Block)	Full Test	None		Structural Waterproofing	5 Yearly				
7.13	All Blocks	Building Fabric	Floor Finishes (Common Parts)	Cyclical Works	Ad Hoc	At least as per lease						
7.14	Some Blocks	Building Fabric	Roof Access Ladders	Function Check	Ad Hoc	Annually						
7.15	Most Blocks	Building Fabric	Eyebolts / Fall Arrest Systems	Function Check	Ad Hoc	Annually						
7.16	Most Blocks	Building Fabric	Roofs	Visual Inspection and Cleaning	Elkins	To be agreed						
7.17	Most Blocks	Building Fabric	Balconies	Visual Inspection and Cleaning	Elkins	To be agreed						
7.18	Most Blocks	Building Fabric	Drainage	Visual Inspection and Cleaning	Elkins	To be agreed						
7.19	All Blocks	Building Fabric	Compartmentation Surveys	Visual Inspection	None		Specialist	5 Yearly				
7.20	All Blocks	Building Fabric	Asbestos	Management Surveys	Eton Environmental	Annually						
7.21	Most Blocks	Building Fabric	Bird Netting / Spikes	Visual Inspection	None			Annually				
7.22	All Blocks	Building Fabric	Paving and Flagstone Condition Survey	Visual Inspection	None		Repairs and Maintenance	5 Yearly				
7.23	Some Blocks	Building Fabric	Playground Equipment	Visual Inspection	None	Weekly						
7.24	Some Blocks	Building Fabric	Playground Equipment	Operational	None	Monthly						
7.25	Some Blocks	Building Fabric	Playground Equipment	Independent Inspection - RPII	None	Annually						