[2023 to 2024] Saltash Town Council - Statutory / Mandatory Building & Asset Checks

Asset	Description	Frequency	Last Done	Next Due	Contractor(s) Used	Contact Details	Contact	Termination Dates	Notes	Sep-24				Oct-24				Nov-24				Dec-24				Jan-25				Feb-25				Mar-25			
										24	25	26	26	27	28	29	30	31	32	33	34	35	36	37	38	40	41		42	43	44	45	46	47	48	49	50	51
	The Guild Hall (Head Office)																																				
	Asbestos register	Annual / Reviewed	No Records	ASAP! 2024	Kovia Group Ltd (Appoved Contractor)	01752 860093	Jeremy Webb	POA	Over Due																												
	Electrical Installation	5 yearly	28/07/22	27/07/27	TJ Electrical (Approved Contractor)	07962034507	Tom Affek	POA	Satisfactory Certificate In Date																												
	DEC (Energy Effiency Certificate)	10 yearly	No Records!	Early 2024	Kovia Group / Elmhurst Energy Systems / HI Devon		Assistant Town Clerk	POA	WORK IN PROGRESS																												
	Water Cooler Sanitising / exchange	6 Monthly	20/03/24	23/03/23	Thirsty Work			Apr-25	4 units																												
	Air Conditioning Unit - Service (Top Office)	Annual	30/01/24	30/07/24	Jackman SW Ltd Plymouth	01752 727999		POA																													
	Portable Appliance Testing (PAT)	Annual	31/01/23	01/05/24	Saltash Town Council	01752 844846	ASDM	N/A	Next Due 01.05.2024																												
	CCTV Service	Annual	11/12/23	11/12/24	A&M Security	01752 3373337			In Date														11														
	Gas Installation	Annual	23/02/24	23/02/25	Jackman SW Ltd Plymouth	01752 727999		N/A																							9						
	Boiler Service And Radiator Checks	Annual	23/02/24	23/02/25	Jackman SW Ltd Plymouth	01752 727999		N/A																							9						
	Cast Aluminium Condensing Hot Water Heating Boiler	Annual	21/11/22	21/11/23	Zurich - Crimson	07764 149397	Nigel Hughes	Unknown												21																	
	Bladder Type Pressuristaion Heating Vessel	Annual	21/11/22	21/11/23	Zurich - Crimson	07764 149397	Nigel Hughes	Unknown												21																	
	Passenger Lift Service and Maintenance	3 Monthly	24/10/22	24/01/23	OTIS	07970 244136	Rob Shaw	31/05/23								26												24									
	Passenger lift LOLER Inspections	Annual	22/04/24	22/04/25	Zurich - Crimson	7875887007	Ian	Unknown																								16					
	Intruder Alarm	Annual	30/09/22	11/04/24	Unigue Fire & Security Ltd				Booked In																												
	Automatic Fire Detection System	Annual	30/03/23	11/04/24	Unigue Fire & Security Ltd			N/A	Booked In																												
	Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H		SDM/ASDM																														
	Fire Fighting Equipment (FFE)	Annual	12/01/24	12/01/25	Chubb Fire & Security Ltd			13/12/22	Certificate Received																		12										
	Fire Alarm Drill	6 Monthly *	24/04/2024	24/10/2024	Saltash Town Council - In House												24																				
	Fire Alarms	weekly			Saltash Town Council - In House					5																											
	Emergency Lighting	weekly			Saltash Town Council - In House					5																											
	Emergency Lighting Maintenace Visit	12 Monthly	06/04/23	06/10/24	Saltash Town Council - In House																																
	Legionella (clear pipes / taps)	weekly			Saltash Town Council - In House					5																											
	Legionella Tempertaure Testing	monthly	03/04/24	01/05/24	Saltash Town Council - In House					5																											
	Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group				SDM/ASDM																												