





Library Building - Saltash Library Hub									
asbestos register	Annual - Reviewed	23/04/09	2024 ASAP!	Cornwall Council Asbestos Management Folder					
Electrical Installation	5 yr	17/03/21	17/03/26	TJ Electrical (STC Approved Contractor)					
Portable Appliance Testing (PAT)	annual**	05/01/23	01/03/24	Saltash Town Council - In House					Over Due
DEC (Energy Efficiency Certificate)	10 yearly	No Records!	Early 2024	Kovia Group / Elmhurst Energy Systems / HI Devon	Assistant Town Clerk	POA			WORK IN PROGRESS
CCTV	Annual	23/11/23	23/11/24	A&M Security					
Gas Installation Checks	Annual	07/03/24	07/03/25	Jackman SW Ltd					7
Boiler Service and Radiator Checks	Annual	07/03/24	07/03/25	Jackman SW Ltd					7
Boiler heat pump switch over	monthly	20/01/21	20/02/21	Saltash Town Council - In House				Beginning Of Month	
Mild Steel Hotwater Heating Boiler LH	Annual	18/11/21	18/11/202	Zurich - Crimson					
Mild Steel Hotwater Heating Boiler RH	Annual	18/11/21	18/11/22	Zurich - Crimson					
Bladder Type Pressurisation Vessel	Annual	18/11/22	18/11/23	Zurich - Crimson					
Intruder Alarm	Annual	01/05/24	Unknown	ASG/Uniq					
Automatic Fire Detection	Annual	24/01/24	24/07/24	ASG					
Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or HZH					SDM/ASDM
Fire Fighting Equipment (FFE)	Annual	12/01/24	12/01/25	Chubb Fire & Security Ltd		13/12/22			Certificate Received
automatic door (OUTSIDE) service	annual	10/12/21	10/02/22	SouthWest Doors Ltd					12
automatic door (INSIDE) service	annual	10/02/21	10/02/22	SouthWest Doors Ltd					
Fire Alarms	weekly			Service Delivery Department					
Emergency lighting	Weekly	05/04/23	12/04/23	Service Delivery Department					Michael Cotton
Emergency Lighting Maintenance Visit	12Monthly	05/04/23	05/04/24	Service Delivery Department					
Legionella (clear pipes / taps)	weekly			Service Delivery Department					
Legionella Tempertaure Testing	monthly	03/04/24	01/05/24	Saltash Town Council - In House					
Churchtown Cemetery Hut & Toilets									
Asbestos Register	Annual			In house?					constructed after the year 2000. Therefore no asbestos present
electrical installation	5 yearly	2022	2027	TJ Electrical (STC Approved Contractor)					
Portable Appliance Testing (PAT)	12 Monthly	04/03/23	04/05/24	Saltash Town Council (in house)					
DEC (Energy Efficiency 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	quarterly	28/10/23	28/03/24	Thirsty Work					1 unit
Intruder alarm	6 monthly	23/03/22	24/01/24	ASG					24
Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or HZH					SDM/ASDM
Fire Fighting Equipment (FFE)	Annual	12/01/24	12/01/25	Chubb Fire & Security Ltd		13/12/22			Certificate Received
Fire Alarm Test	Weekly	01/06/22	08/06/22	Service Delivery Department					
Legionella (clear pipes / taps)	weekly	01/06/22	08/06/22	Service Delivery Department					
Legionella Tempertaure Checks/Records	monthly			Service Delivery Department					
Emergency Lighting Weekly Test(s)	Weekly	01/06/23	01/06/24	Service Delivery Department					
Emergency Lighting Maintenance Visit	12 monthly	05/04/23	05/03/24	Service Delivery Department					
Waterside Office Welfare Unit									
Main Board Testing & Cabin (EICR)	5 yearly	31/08/21	31/08/26	TJ Electrical (Approved Contractor)					







Honeysuckle Close Play Areas										
Weekly Inspections	Weekly			In House (Service Delivery Department)						10
Quarterly Management Inspections	3 Monthly			in house						
Annual ROSPA Inspection	Annual	10/11/23	10/11/24	Zurich - Crimson						10
Churchtown Allotments										
Weekly Inspections	Weekly			in house						
Quarterly Management Inspections	3 Monthly			in house						
Weekly Inspections	Weekly			in house						
Legionella (clear pipes / taps)	Weekly			Saltash Town Council (in house)						
Legionella Temperature Checks/Records	Monthly			Saltash Town Council (in house)						
Legionella Risk Assessment	Annual	N/A	ASAPI 2024	H2H or Kovia Group						
Grenfell Avenue Allotments										
Weekly Inspections	weekly			in house						
Quarterly Management Inspections	3 Monthly			in house						
Weekly Inspections	weekly			in house						
Legionella (clear pipes / taps)	weekly			Saltash Town Council (in house)						
Legionella Temperature Checks/Records	Monthly			Saltash Town Council (in house)						
Legionella Risk Assessment	Annual	N/A	ASAPI 2024	H2H or Kovia Group						
Fairmead Allotments										
Weekly Inspections	Weekly			Saltash Town Council (In house)						
Quarterly Management Inspections	3 Monthly			in house						
Weekly Inspections	Weekly			Saltash Town Council (In house)						
Legionella (clear pipes / taps)	Weekly			Saltash Town Council (In house)						
Legionella Temperature Checks/Records	Monthly			Saltash Town Council (in house)						
Legionella Risk Assessment	Annual	N/A	ASAPI 2024	H2H or Kovia Group						
Road Legal Vehicles & Large Plant Equipment										
STC 1. Ford Transit Electric Vehicle (Blue)										
Daily Check	Weekly	06/06/24	06/07/24	In House						
Weekly Check	Weekly	06/03/24	06/10/24	In House						
Servicing	Annual		04/01/25	Vospors Valley Road Plymouth						
MOT	Annual		04/01/25	Vospors Valley Road Plymouth						
Road Tax	Annual			In House - Accounts						
STC 2. Ford Transit, Pannel Van, White, Registration Number [ EA14 ZCZ ]										
Weekly Check	Weekly	06/06/22	13/06/22	In House						
Servicing	Annual	17/04/2024	17/04/2025	Richard O's Garage						
MOT	Annual	17/04/2024	17/04/2025	Moorlands Garage Saltash						
Road Tax	Annual	01/12/24	01/12/25	In House - Accounts						1
STC 3. Citron Pannel Van, Colour - White, Registration Number [ BX15 HWJ ]										
Weekly Checks	Weekly	02/04/24	08/04/24	In House						
Servicing	Annual	17/04/2024	17/04/2025	Richard O's Garage						
MOT	Annual	17/04/2024	17/04/2025	Moorlands Garage Saltash						

