[2024 to 2025] Saltash Town Council - Statutory / Mandatory Building & Asset Checks

Asset	Description	Frequency	Last Done	Next Due	Contractor(s) Used	Contact Details	Contact	Termination Dates	Notes	Nov-25				Dec-25				Jan-26				Feb-26				Mar-26			
										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	2025	2026	Kovia Group Ltd (Appoved Contractor)	01752 860093	Jeremy Webb	POA	**Asbestos Recorded On Site (!)**																				
	ELECTRICAL INSTALLATION CONDITION REPORT (EICR)	5 Yearly	28/07/2022	27/07/2027	TJ Electrical (NIC EIC Approved Contractor)	07962034507	Tom Affek	POA	Satisfactory Certificate In Date																				
	DEC - ENERGY EFFIENCY CERTIFICATE	10 yearly	Mid 2024	Early 2034	Kovia Group / Elmhurst Energy Systems		Unknown	POA																					
	WATER COOLER DESPENSER - SANITISATION EXCHARGE	6 Monthly	20/03/2024	23/03/2023	Thirsty Work			Apr-25	4 units																			50	
	AIR CONDITIONING UINT - SERVICE (TOP OFFICE)	Annual	30/01/2025	30/01/2026	Jackman SW Ltd Plymouth	01752 727999		N/A													43								
	PORTABLE APPLIANCE TESTING (PAT)	12-18 Monthly	11/07/2025	11/07/2026	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 11/07/2026											42									
	CCTV SERVICE	Annual	11/09/2025	11/09/2026	Sovereign Fire & Security Ltd (Plymouth)	01752 3373337		TBC																					
	GAS BOILER(S) SERVICE AND GENERAL SAFETY CHECKS	Annual	23/02/2024	23/02/2025	Jackman SW Ltd Plymouth	01752 727999		N/A	Satisfactory Certificate													44							
	SMALL UNVENTED HOT WATER SYSTEMS - INSPECTIONS	Annual	21/11/2022	21/11/2023	Zurich - Crimson	07764 149397	Nigel Hughes	Unknown																					
	HOT WATER SYSTEM - PRESSURISATION EXPANTION VESSELS INSPECTION	Annual	21/11/2022	21/11/2023	Zurich - Crimson	07764 149397	Nigel Hughes	Unknown										40											
	PASSENGER LIFT - SERVICE VISIT	3 Monthly	24/10/2022	24/01/2023	OTIS	07970 244136	Rob Shaw	31/05/2023												42									
	PASSENGER LIFT - LOLER INSPECTION	Annual	22/04/2024	22/04/2025	Zurich - Crimson	7875887007	ASDM 07938429510	Unknown												42									
	INTRUDER ALARM SYSTEM MONTHLY FUNTION TEST	Monthly	06/09/2024	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					31										42									
	INTRUDER ALARM 6 MONTHLY MAINTENANCE VISIT	6 Monthly	10/08/2024	10/08/2025	Sovereign Fire & Security Ltd (Plymouth)			N/A	Next Due August 2025							37				42								50	
	FIRE RISK ASSESSMENT	Annual - Reviewed	01/09/2025	01/09/2026	H2H		ASDM 07938429510	N/A	Next Due September 2026																	48			
	FIRE FIGHTING PORTABLE EQUIPMENT - SERVICE	Annual	24/12/2024	24/12/2025	Chubb Fire & Security Ltd			13/12/2022	Certificate Received							37													
	FIRE ALARM WEEKLY TESTING	Weekly	06/09/2024	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					31	32	33	34	35	36	37	38	40	41	42	43	44	45	46	47	48	49	50	51
	FIRE ALARM DRILL	4-Monthly	24/04/2024	24/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					X				35				40								48			
	FIRE ALARM 6-MONTHLY MAINTENANCE VISIT	6 Monthly	10/08/2024	10/08/2025	Sovereign Fire & Security Ltd (Plymouth)			N/A	Next Due August 2025											42									
	EMERGENCY LIGHING WEEKLY VISUAL	Weekly	27/09/2025	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					31	32	33	34	35	36	37	38	40	41	42	43	44	45	46	47	48	49	50	51
	EMERGENCY LIGHING MONTHLY TESTING	Monthly	27/09/2025	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					31				35				40											
	EMERGENCY LIGHTING ANNUAL MAINTENANCE VIST	Annual	05/04/2023	05/04/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT																								
	LEGIIONELLA (WEEKLY FLUSHING)	Weekly	27/09/2025	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					31	32	33	34	35	36	37	38	40	41	42	43	44	45	46	47	48	49	50	51
	LEGIIONELLA (MONTHLY TEMPARTURE RECORDS)	Monthly	06/09/2024	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					31				35				40											
	LEGIIONELLA ANNUAL RISK ASSESMENT	Annual	N/A	01/01/2025	H2H or Kovia Group				SDM to Action																				
	Station Building - Isambard House																												
	ASBESTOS REGISTER	Annual / Reviewed	2025	2026	Kovia Group Ltd (Appoved Contractor)	01752 860093	Jeremy Webb	POA	No Asbestos Recorded On Site																				
	ELECTRICAL INSTALLATION CONDITION REPORT (EICR)	5 Yearly	28/07/2022	27/07/2027	TJ Electrical (NIC EIC Approved Contractor)	07962034507	Tom Affek	POA	Satisfactory Certificate In Date																				
	DEC - ENERGY EFFIENCY CERTIFICATE	10 yearly	Mid 2024	Early 2034	Kovia Group / Elmhurst Energy Systems / HI Devon		Town Clerk	N/A	Satisfactory Certificate In Date									>											
	PORTABLE APPLIANCE TESTING (PAT)	12-18 Monthly	05/05/2025	01/12/2026	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due December 01/12/2026													44							
	GAS BOILER SERVICE AND GENERAL SAFETY CHECKS	Annual	10/02/2025	10/02/2026	Jackman Peckover			N/A	Next Due February 10/02/ 2026																				
	INTRUDER ALARM 6 MONTHLY MAINTENANCE VISIT	6 Monthly	10/08/2024	10/08/2025	Sovereign Fire & Security Ltd (Plymouth)			TBC	Next Due August 2025									40											
	FIRE ALARM 6-MONTHLY MAINTENANCE VISIT	6 Monthly	10/08/2024	10/08/2025	Sovereign Fire & Security Ltd (Plymouth)			TBC	Next Due August 2025									40											

ACCESS CONTROL SYSTEM	Annual	10/08/2024	10/08/2025	Sovereign Fire & Security Ltd (Plymouth)			N/A	Next Due August 2025																									
FIRE RISK ASSESSMENT	Annual - Reviewed	01/09/2025	01/09/2026	H2H		SDM/ASDM	N/A	Next Due September 2026																									
FIRE RISK ASSESSMENT	Annual - Reviewed	01/09/2025	01/09/2026	H2H		SDM/ASDM	N/A	Next Due September 2026																									
FIRE ALARM WEEKLY TESTING	Weekly	06/09/2024	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					7	14	21	28	5	12	19	26	7	14	21	28	31												
FIRE ALARM DRILL	4-Monthly	24/04/2024	24/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					7				5				7																
FIRE ALARM 6-MONTHLY MAINTENANCE VISIT	6 Monthly	10/08/2024	10/08/2025	Sovereign Fire & Security Ltd (Plymouth)			N/A	Next Due August 2025												25													
EMERGENCY LIGHING WEEKLY VISUAL	Weekly	27/09/2025	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					7	14	21	28	5	12	19	26	7	14	21	28	31												
EMERGENCY LIGHING MONTHLY TESTING	Monthly	27/09/2025	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					7				5				7																
EMERGENCY LIGHTING ANNUAL MAINTENANCE VIST	Annual	05/04/2023	05/04/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT				Over Due!																									
LEGIIONELLA (WEEKLY FLUSHING)	Weekly	27/09/2025	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					7	14	21	28	5	12	19	26	7	14	21	28	31												
LEGIIONELLA (MONTHLY TEMPARTURE RECORDS)	Monthly	06/09/2024	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					7				5				7																
LEGIIONELLA ANNUAL RISK ASSESMENT	Annual	N/A	01/01/2025	H2H or Kovia Group				SDM to Action																									
Maurice Huggins Room																																	
Asbestos register	Annual / Reviewed	No Records	ASAP! 2024	Shield (Contractor)													X																
ELECTRICAL INSTALLATION CONDITION REPORT (EICR)	Annual	28/07/2022	27/07/2027	TJ Electrical (NIC EIC 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																									
Portable Appliance Testing (PAT)	Annual	11/01/2022	16/01/2023	Saltash Town Council - In House				Over Due																									
Intruder Alarm System	Annual	23/03/2024	23/03/2025	Sovereign Fire & Security Ltd																											20		
Automatic Fire Detection System	Annual	23/03/2024	23/03/2025	Sovereign Fire & Security Ltd																											20		
Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H				SDM/ASDM																									
Fire Fighting Equipment (FFE)	Annual	12/01/2025	12/01/2026	Chubb Fire & Security Ltd			13/12/2022	Certificate Received										12															
EMERGENCY LIGHING WEEKLY VISUAL	Weekly	27/09/2025	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					7	14	21	28	5	12	19	26	7	14	21	28	31												
EMERGENCY LIGHING MONTHLY TESTING	Monthly	27/09/2025	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					7				5				7																
EMERGENCY LIGHTING ANNUAL MAINTENANCE VIST	Annual	05/04/2023	05/04/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT				Over Due!																									
LEGIIONELLA (WEEKLY FLUSHING)	Weekly	27/09/2025	04/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT					7	14	21	28	5	12	19	26	7	14	21	28	31												
Legionella Tempertaure Testing	monthly	03/04/2024	01/05/2024	Saltash Town Council - In House					7				5				7																
LEGIIONELLA ANNUAL RISK ASSESMENT	Annual	N/A	01/01/2025	H2H or Kovia Group				SDM to Action																									
Longstone Depot Building																																	
Asbestos register	Annual / Reviewed	No Records	ASAP! 2024	Kovia Group Plymouth Ltd													X																
DEC (Energy Effiency Certificate)	10 yearly	No Records!	Early 2024	Kovia Group / Elmhurst Energy Systems / HI Devon		Assistant Town Clerk	POA	WORK IN PROGRESS																									
Electrical installation	5 yr	17/05/2023	17/05/2028	TJ Electrical (STC Approved Contractor)																													
Water Cooler Sanitising / exchange	quarterly	26/11/2021	26/02/2022	Thirsty Work				1 unit							✓																		
Portable Appliance Testing (PAT)	Annual	07/04/2023	06/04/2024	Saltash Town Council - In House				12 Months Scheduled.																									
CCTV Service	Annual	23/11/2021	23/11/2022	Sovereign Fire & Security Ltd				N/A				✓																					
Intruder alarm.	Annual	23/03/2024	23/03/2025	Sovereign Fire & Security Ltd			27/01/2022	confirmed termination date on the 05/01/2023												24													
Fire Alarm System.	Annual	23/03/2024	23/03/2025	Sovereign Fire & Security Ltd			27/01/2022	confirmed termination date on the 05/01/2023												24													
Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H				SDM/ASDM																									
Fire Fighting Equipment (FFE)	Annual	12/01/2024	12/01/2025	Chubb Fire & Security Ltd			13/12/2022	Certificate Received										12															
Roller Shutter Service	annual	16/02/2021	19/10/2023	South West Garage Doors Ltd			POA																										
Emergency Lighting	Weekly			Service Delivery Department				ASDM	3	10	17	24	5	12	19	26	7	14	21	28	31												
Emergency Lighting Maintenace Visit	12Monthly	05/04/2023	05/04/2024	Service Delivery Department				Over Due!																									
Legionella (clear pipes / taps)	weekly			Service Delivery Department				ASDM	3	10	17	24	5	12	19	26	7	14	21	28	31												
Legionella Tempertaure Testing	monthly	03/04/2024	01/05/2024	Saltash Town Council - In House					1				2				1																
LEGIIONELLA ANNUAL RISK ASSESMENT	Annual	N/A	01/01/2025	H2H or Kovia Group				SDM to Action																									

Library Building - Saltash Library Hub

Asbestos Register	Annual - Reviewed	01/01/2022	2024 ASAP!	Reviewed Internally But Contracted To Kovia Group Ltd As Needed																													
Electrical installation	5 yr	17/03/2021	17/03/2026	TJ Electrical (STC Approved Contractor)				Next Due 17.03.2026																								17	
Portable Appliance Testing (PAT)	12-18 Monthly	05/05/2025	01/12/2026	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 01/12/2026																									
DEC (Energy Effiency Certificate)	10 yearly	No Records!	Early 2024	Kovia Group / Elmhurst Energy Systems / HI Devon		Assistant Town Clerk	POA	WORK IN PROGRESS																									
CCTV	Annual	23/11/2023	23/11/2024	A&M Security																													
Gas Installation Checks	Annual	07/03/2024	07/03/2025	Jackman SW Ltd																													
Boiler Service and Radiator Checks	Annual	07/03/2024	07/03/2025	Jackman SW Ltd																													
Boiler heat pump switch over	monthly	20/01/2021	20/02/2021	Saltash Town Council - In House				Beginning Of Month	3				5				5																
Mild Steel Hotwater Heating Boiler LH	Annual	18/11/2021	18/11/202	Zurich - Crimson																			18										
Mild Steel Hotwater Heating Boiler RH	Annual	18/11/2021	18/11/2022	Zurich - Crimson																			18										
Bladder Type Pressurisation Vessel	Annual	18/11/2022	18/11/2023	Zurich - Crimson																			18										
Intruder Alarm	Annual	01/05/2024	Unknown	ASG/Uniq														1															
Automatic Fire Detection	Annual	24/01/2024	24/07/2024																														
Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H				SDM/ASDM																									
Fire Fighting Equipment (FFE)	Annual	24/12/2024	24/12/2025	Chubb Fire & Security Ltd			N/A	Certificate Received							24																		
autmatic door (OUTSIDE) service	annual	10/12/2021	10/02/2022	SouthWest Doors Ltd				Over Due!																									
automatic door (INSIDE) service	annual	10/02/2021	10/02/2022	SouthWest Doors Ltd				Over Due!																									
Fire Alarms	weekly			Service Delivery Department					3	10	17	24	5	12	19	26	7	14	21	28	31												
Emergency lighting	Weekly	05/04/2023	12/04/2023	Service Delivery Department				Michael Cotton	3	10	17	24	5	12	19	26	7	14	21	28	31												
Emergency Lighting Maintenace Visit	12Monthly	05/04/2023	05/04/2024	Service Delivery Department				Over Due!																									
Legionella (clear pipes / taps)	weekly			Service Delivery Department					3	10	17	24	5	12	19	26	7	14	21	28	31												
Legionella Tempertaure Testing	monthly	03/04/2024	01/05/2024	Saltash Town Council - In House					1				2				1																

Churchtown Cemetery Hut & Toilets

Asbestos Register	Annual			Kovia Group Ltd	constructed after the year 2000. Therefore no asbestos present																												
Electrical Installation (EICR) (Electrics Inside The Portacabin)	Annual	14/06/2025	14/06/2026	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 14.06.2026																									
Portable Appliance Testing (PAT)	Annual	06/02/2023	06/02/2024	Saltash Town Council SERVICE DELIVERY Department				RISK ASSESSMENT 12 Monthly																									
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	quarterly	28/10/2023	28/03/2024	Thirsty Work				1 unit																									
Intruder Alarm System	Annual	23/01/2025	24/01/2026	Soverign Fire & Security Ltd				Next Due 24.01.2026												24													
Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H				SDM/ASDM																									
Fire Fighting Equipment (FFE)	Annual	12/01/2024	12/01/2025	Chubb Fire & Security Ltd			13/12/2024	Certificate Received										12															
Fire Alarm Test	Weekly	01/06/2022	08/06/2022	Service Delivery Department					3	10	17	24	5	12	19	26	7	14	21	28	31												
Legionella (clear pipes / taps)	weekly	01/06/2022	08/06/2022	Service Delivery Department					3	10	17	24	5	12	19	26	7	14	21	28	31												
Legionella Tempertaure Checks/Records	monthly			Service Delivery Department					1				2				1																
Emergency Lighting Weekly Test(s)	Weekly	01/06/2023	01/06/2024	Service Delivery Department					3	10	17	24	5	12	19	26	7	14	21	28	31												
Emergency Lighting Maintenace Visit	12Monthly	05/04/2023	05/04/2024	Service Delivery Department				Over Due!																									

Waterside Office Welfare Unit (Portacabin Unit)

Electrical Installation (EICR) (Electrics Inside The Portacabin)	Annual	No Records!	08.04.2025	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.07.2025																									
Welfare Unit Electrical Installation Testing	Annual	18/12/2022	18/12/2023	Service Delivery Department																													
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	quarterly	26/11/2021	26/02/2022	Thirsty Work																													
Portable Appliance Testing (PAT)	annual**	06/03/2024	05/03/2025	Saltash Town Council (in house)				RA 12Monthly.																									
Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H				SDM/ASDM																									
Fire Fighting Equipment (FFE)	Annual	12/01/2024	12/01/2025	Chubb Fire & Security Ltd			13/12/2022	Certificate Received																									
y Lighting To Be smoke Alarms	weekly			Saltash Town Council SERVICE DELIVERY Department					3	10	17	24	5	12	19	26	7	14	21	28	31												
Legionella Weekly (clear pipes / taps)	weekly			Saltash Town Council SERVICE DELIVERY Department					3	10	17	24	5	12	19	26	7	14	21	28	31												
Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council SERVICE DELIVERY Department					1				2				1																
Legionella Risk Assesment	Annual	N/A	07/03/2024	H2H or Kovia Group				SDM/ASDM																									

Water Storage Tank Clean	Annual	03/02/2023	01/03/2024	Saltash Town Council - In House				SDM/ASDM																							
Jubilee Green Pontoon																															
Electrical Installation (EICR) (Main Supply Point DB And Gantry Lights)	Annual	20.04.2024	28.04.2025	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.07.2025																							
Electrical Bulkhead Safety Inspection(s) Set Timer and Pres RCD Test Button To Ensure Working Correctly.	6 Monthly	02/05/2025	01/11/2025	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 01.11.2025	1																						
Engineers Pontoon Survey	2Yearly	TBA	01/04/2026	Voyager / Underhill Engineering Ltd																											
Enhanced Full Engineers Pontoon Survey	5Yearly	N/A	01/04/2030	Voyager / Underhill Engineering Ltd																											
Life Jackets external service	Annual	09/01/2025	09/01/2026	Survitec (Crewsaver Jackets)				Certificate Received (Next Due 09/01/2026)								X															
Life Jackets external service	Annual	29/01/2025	20/02/2026	Ocean Safety (Crewsafe Jackets)				Certificate Received (Next Due 29/01/2026)											X												
Life Jacket internal safety checks	Weekly			Saltash Town Council SERVICE DELIVERY Department					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
Life Buoy and Saftey Throw lines saftey service	Weekly			Saltash Town Council SERVICE DELIVERY Department					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
Life Bouy and Safety Throw Lines Ropes	Daily			Saltash Town Council SERVICE DELIVERY Department					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
Daily Safety Inspection	Daily			Saltash Town Council SERVICE DELIVERY Department					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
Poxton - Daily Gate Code Changed (For 7 Days)	Weekly			Saltash Town Council SERVICE DELIVERY Department					3	10	17	24	5	12	19	26	7	14	21	28	31										
Waterside Life Bouys																															
Life Bouys	Weekly			Saltash Town Council (in house)			Report Any Issues To Cornwall Council Marine Department (Paul Ferris)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
Cornish Cross Site																															
Electrical Installation (EICR)	Annual	08.04.2022	08.04.2025	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.07.2025									X														
Electrical Supply And Floodlight Safety Inspection(s) Set Timer and Presh RCD Test Button.	6 Monthly	02/05/2025	01/11/2025	Saltash Town Council - In House (Michael Cotton)				Next Due 01/11/2025	1																						
Cornish Cross Tension Test - (Contractor)	3 Yearly			swaun-Test Ltd / Underhill Engineering Ltd				Service Delivery Manager Found A Company To Do It This Year In Torque Messurement																							
Floodlight Safety Inspection And Bolt Tension Checking To Ensure Tight.	6 monthly	03/03/2025	03/09/2025	Saltash Town Council - In House (ASDM)				Next Due 03/09/2025																		3					
Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council - In House (ASDM)					3	10	17	24	5	12	19	26	7	14	21	28	31										
Brunel Bust Site & Monument Site																															
Electrical Installation (EICR)	Annual	08.04.2022	08.04.2025	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.07.2025																							
Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council - In House (ASDM)					3	10	17	24	5	12	19	26	7	14	21	28	31										
North Road Bus Stop																															
Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council (in house)					3	10	17	24	5	12	19	26	7	14	21	28	31										
Memerial Peace Gardens																															
Weekly Site Checks. H&S/ Signage/Benches/Memorials/Flower Beds etc.	Weekly	N/A	N/A	Saltash Town Council - In House					3	10	17	24	5	12	19	26	7	14	21	28	31										
Huntly Gardens																															
Weekly Site Check. H&S/Street Funiture/Grounds Maintenance etc.	Weekly	N/A	N/A	Saltash Town Council - In House (Michael Cotton)					3	10	17	24	5	12	19	26	7	14	21	28	31										
Waterside Festoon Lighting																															
(Pontoon Cabin Side) Electrical Supply Inspection(s) Visual Inspection And RCD Test. Insure Timer Is Working And Times Correct.	6 Monthly	02/05/2025	01/11/2025	Saltash Town Council - In House (Michael Cotton)				Next Due 01/11/2025	5																						
(Lamp Post Nr Astore Rock Side) Electrical Supply Inspection(s) Visual Inspection And RCD Test. Insure Timer Is Working And Times Correct.	6 Monthly	05/12/2024	01/11/2025	Saltash Town Council - In House (Michael Cotton)				Next Due 01/11/2025	5																						
Trematon Pound																															
Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council - In House (Michael Cotton)					3	10	17	24	5	12	19	26	7	14	21	28	31										
Gas Appliances																															
Gas Space Heater safety Check	Annual	30/05/2024	30/05/2025	Saltash Town Council (in house)	01752 844846	ASDM	N/A	Next Due 01/11/2025																							
Gas Space Heater safety service	Annual	2023	2024	Jackman Peckover			N/A	ASAP!	1																						

Gas Beacon safety Check	Annual	30/05/2024	30/11/2025	Saltash Town Council (in house)	01752 844846	ASDM	N/A	Next Due 01/11/2025																								
Gas Beacon safety service	Annual	Unknown	11/01/2024	Jackman Peckover			N/A	SDM	1																							
Public Toilets - Longstone Park																																
Asbestos Register	Annual / Reviewed	Pending	Pending	Kovia Group Plymouth Ltd				SDM/ASDM																								
Electrical installation	5 yearly	08.04.2022	08.04.2027	TJ Electrical (STC Approved Contractor)				PO raised 08/04/2022																								
Portable Appliance Testing (PAT)	Annual	03/11/2024	03/11/2025	Saltash Town Council SERVICE DELIVERY Department				RISK ASSESSMENT 12 Monthly Scheduled	3																							
Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H				SDM/ASDM																								
Emergency Lighting	Weekly			Saltash Town Council (in house)				ASDM	3	10	17	24	5	12	19	26	7	14	21	28	31											
Emergency Lighting Maintenace Visit	12Monthly	05/04/2023	05/04/2024	Service Delivery Department				Over Due!																								
Legionella (clear pipes / taps)	Weekly			Saltash Town Council (in house)					3	10	17	24	5	12	19	26	7	14	21	28	31											
Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)					3				5				7															
Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group				SDM/ASDM																								
Public Toilets - Belle Vue																																
Asbestos Register	Annual / Reviewed	Pending	Pending	Kovia Group Plymouth Ltd				SDM/ASDM																								
Electrical installation	5 yr	08.04.2022	08.04.2027	TJ Electrical (Approved Contractor)																												
Portable Appliance Testing (PAT)	Annual	03/11/2024	03/11/2025	Saltash Town Council SERVICE DELIVERY Department				RISK ASSESSMENT 12 Monthly Scheduled	3																							
Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H				SDM/ASDM																								
Emergency Lighting	Weekly			Saltash Town Council (in house)				ASDM	3	10	17	24	5	12	19	26	7	14	21	28	31											
Emergency Lighting Maintenace Visit	12Monthly	05/04/2023	05/04/2024	Service Delivery Department				Over Due!																								
Legionella (clear pipes / taps)	weekly			Saltash Town Council (in house)					3	10	17	24	5	12	19	26	7	14	21	28	31											
Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)					3				5				7															
Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group				SDM/ASDM																								
Public Toilets - Alexandra Square																																
Asbestos Register	Annual / Reviewed	Pending	Pending	Kovia Group Plymouth Ltd				SDM/ASDM																								
Electrical installation	5 yr	08.04.2022	08.04.2027	TJ Electrical (Approved Contractor)				PO raised 08/04/2022																								
Portable Appliance Testing (PAT)	Annual	03/11/2024	03/11/2025	Saltash Town Council SERVICE DELIVERY Department				RISK ASSESSMENT 12 Monthly Scheduled	3																							
Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H				SDM/ASDM																								
Emergency Lighting	Weekly			Inhouse				Michael Cotton	3	10	17	24	5	12	19	26	7	14	21	28	31											
Emergency Lighting Maintenace Visit	annual *	05/03/2023	05/03/2024	Service Delivery Department				ASDM																								
Legionella (clear pipes / taps)	weekly			Saltash Town Council (in house)					3	10	17	24	5	12	19	26	7	14	21	28	31											
Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)					3				5				7															
Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group				SDM/ASDM																								
Public Toilets - Waterside																																
Asbestos register	Annual / Reviewed	Kovia Group 03/03/2024	Inhouse 03/03/2025	Kovia Group Plymouth Ltd				Report Received																								
Electrical installation	5 Yearly	08.04.2022	08.04.2027	TJ Electrical (Approved Contractor)				Satisfactory Report Received And In Date																								
Portable Appliance Testing (PAT)	Annual	03/11/2024	03/11/2025	Saltash Town Council SERVICE DELIVERY Department				RISK ASSESSMENT 12 Monthly Scheduled	3																							
Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H				SDM/ASDM																								
Emergency Lighting	Weekly			Inhouse				Michael Cotton	3	10	17	24	5	12	19	26	7	14	21	28	31											
Emergency Lighting Maintenace Visit	Annual	05/03/2023	ASAP! 2025	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 05.0.2025																								
Legionella (clear pipes / taps)	Weekly			Saltash Town Council (in house)					3	10	17	24	5	12	19	26	7	14	21	28	31											
Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)					3				5				7															
Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group				SDM/ASDM																								
Saltash Town Council - Fore Street External Electrical Supply Points.																																
Electrical Supply Point (1) - Electrical Installation (EICR)	Annual	28/04/2025	28/04/2026	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.04.2026																								
Electrical Supply Point (2) - Electrical Installation (EICR)	Annual	28/04/2025	28/07/2026	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.04.2026																								
Electrical Supply Point (3) - Electrical Installation (EICR)	Annual	28/04/2025	28/07/2026	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.04.2026																								
Electrical Supply Point (4) - Electrical Installation (EICR)	Annual	28/04/2025	28/07/2026	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.04.2026																								

Electrical Supply Point (5) - Electrical Installation (EICR)	Annual	28/04/2025	28/07/2026	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.04.2026																									
Electrical Supply Point (6) - Electrical Installation (EICR)	Annual	28/04/2025	28/07/2026	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.04.2026																									
Town Clock annual service	annual	01/09/2024	01/09/2025	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 01.09.2025																									
Speaker PA box PAT test	Annual	01/09/2024	01/09/2025	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 01.09.2025																									
Speaker System Visual inspection form Ground Level	Monthly	04/07/2025	03/08/2025	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 04.04.2024 (Installed 03.12.2021)	3				5				7															
Town Festoon Lighting Monthly Inspection from Ground Level	Monthly	06/03/2024	04/04/2024	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Enhanced Checking Xmas	3	10	17	24	5	12	19	26	7	14	21	28	31											
Play Areas and Allotments																																	
Ashton Way Play Area																																	
Weekly Inspections	Weekly			In House (Servive Delivery Department)					3	10	17	24	5	12	19	26	7	14	21	28	31											
Quaterly Management Inspections	3 Monthly			in house									5																				
Annual Zurich Inspection	Annual			Zurich Crimson (Insurance Company)																													
Annual ROSPA Inspection	Annual	14/04/2025	14/04/2025	ROSPA Ltd		email RoSPA		Next Due 14.04.2026																									
Grassmere Way Play Areas																																	
Weekly Inspections	Weekly			In House (Servive Delivery Department)					3	10	17	24	5	12	19	26	7	14	21	28	31											
Quaterly Management Inspections	3 Monthly			in house									5																				
Annual Zurich Inspection	Annual			Zurich Crimson (Insurance Company)																													
Annual ROSPA Inspection	Annual	14/04/2025	14/04/2025	ROSPA Ltd		email RoSPA		Next Due 14.04.2026																									
Honeysuckle Close Play Areas																																	
Weekly Inspections	Weekly			In House (Servive Delivery Department)					3	10	17	24	5	12	19	26	7	14	21	28	31											
Quaterly Management Inspections	3 Monthly			in house									5																				
Annual Zurich Inspection	Annual			Zurich Crimson (Insurance Company)																													
Annual ROSPA Inspection	Annual	14/04/2025	14/04/2025	ROSPA Ltd		email RoSPA		Next Due 14.04.2026																									
Churchtown Allotments																																	
Weekly Inspections	Weekly			in house					3	10	17	24	5	12	19	26	7	14	21	28	31											
Quaterly Management Inspections	3 Monthly			in house									5																				
Weekly Inspections	Weekly			in house					3	10	17	24	5	12	19	26	7	14	21	28	31											
Legionella (clear pipes / taps)	Weekly			Saltash Town Council (in house)					3	10	17	24	5	12	19	26	7	14	21	28	31											
Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)					3				5				7															
Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group				SDM/ASDM																									
Grenfell Avenue Allotments																																	
Weekly Inspections	weekly			in house					3	10	17	24	5	12	19	26	7	14	21	28	31											
Quaterly Management Inspections	3 Monthly			in house									5																				
Weekly Inspections	weekly			in house					3	10	17	24	5	12	19	26	7	14	21	28	31											
Legionella (clear pipes / taps)	weekly			Saltash Town Council (in house)					3	10	17	24	5	12	19	26	7	14	21	28	31											
Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)					3				5				7															
Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group				SDM/ASDM																									
Fairmead Allotments																																	
Weekly Inspections	Weekly			Saltash Town Council (In house)					3	10	17	24	5	12	19	26	7	14	21	28	31											
Quaterly Management Inspections	3 Monthly			in house									5																				
Weekly Inspections	Weekly			Saltash Town Council (In house)					3	10	17	24	5	12	19	26	7	14	21	28	31											
Legionella (clear pipes / taps)	Weekly			Saltash Town Council (In house)					3	10	17	24	5	12	19	26	7	14	21	28	31											
Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)					3				5				7															
Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group				SDM/ASDM																									
Town Council Vehicles & Large Plant Equipment																																	

STC 1. Ford Transit Electric Vehicle, Blue [WG23 VDL]																																			
Daily Check	Weekly	06/06/2024	06/07/2024	In House					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓														
Weekly Check	Weekly	06/03/2024	06/10/2024	In House					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓														
Servicing	Annual	01/04/2024	01/04/2025	Vospors Valley Road Plymouth				Next Due 05/06/2026																										
MOT	Annual	New 2023	29/06/2026	Vospors Valley Road Plymouth				Next Due 29/06/2026																										
Road Tax	Annual	01/04/2024	01/04/2025	Saltash Town Council Accounts Department				Next Due 01/04/2026																										
STC 2. Ford Transit, Pannel Van, White, Registration Number [EA14 ZCZ]																																			
Weekly Check	Weekly	06/06/2022	13/06/2022	In House					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓														
Servicing	Annual	17/04/2024	17/04/2025	Richard O's Garage																														
MOT	Annual	09/01/2024	09/01/2025	Moorlands Garage Saltash				Next Due 06/04/2026																										
Road Tax	Annual	01/12/2024	01/12/2025	Saltash Town Council Accounts Department				Next Due 01.12.2025					1																					
STC 3. Citron Pannel Van, Colour - White, Registration Number [BX15 HWJ]																																			
Weekly Checks	Weekly	02/04/2024	08/04/2024	In House					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓														
Servicing	Annual	17/04/2024	17/04/2025	Richard O's Garage				Next Due 16.02.2026																										
MOT	Annual	16/04/2024	16/04/2025	Moorlands Garage Saltash				Next Due 16.02.2026																										
Road Tax	Annual	01/02/2025	01/02/2026	Saltash Town Council Accounts Department				Next Due 01.02.2026																										
STC 4. Kubota 4x4 RTV 900, Colour - Black & Camouflage, Registration Number [WK59 DNE]																																			
Weekly Check	Weekly	06/06/2022	13/06/2022	In House					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓														
Servicing + Road Safety Checks	Annual	01/02/2025	01/02/2026	Vincent Tractors																	1													
MOT	None Applicable				**Road Safety Checks Done When Service Is Carried Out**																													
Road Tax	Annual	01/09/2025	01/09/2026	Saltash Town Council Accounts Department				Next Due 01.09.2025																										
STC 5. Kubota Ride-On Mower, Colour - Orange & Black, Registration Number [RO20 0TG]																																			
Weekly Check	Weekly	06/06/2022	13/06/2022	In House					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓														
Servicing + Road Safety Checks	Annual	30/04/2025	01/02/2025	Vincent Tractors				Next Due 01.02.2026													1													
MOT	None Applicable				**Road Safety Checks Done When Service Is Carried Out**																													
Road Tax	Annual	01/04/2025	01/04/2026	Saltash Town Council Accounts Department				Next Due 01.04.2026																										
Ifor Williams Trailer, Vehicle Indentification Number: SCKS0000NO803483, Length: 3.526 Meters Max Load: 750Kg																																			
Servicing + Road Safety Checks	Annual	New Trailer	01/02/2026	Vincent Tractors				Next Due 01.02.2026													1													
Greenmech CS100 Woodchipper -Colour Green																																			
Servicing	Annual	01/02/2025	01/02/2026	Vincent Tractors				Next Due 01.02.2026													1													
Kerstan Multi Tool Atachment Sweeper - Colour Red																																			
Servicing	Annual	01/02/2025	01/02/2026	Vincent Tractors				Next Due 01.02.2026													1													
Wright Stander Ride On Mower - Colour Yellow																																			
Servicing	Annual	01/02/2025	01/02/2026	Vincent Tractors				Next Due 01.02.2026													1													
Working Permits and Road Closures																																			
Working Permit - Saltash Train Station Platform and Grounds Planter Sections to Carry Out Maintenance.																																			
Permit Number :	2yearly	01/02/2025	01/02/2026	GWR	TBA	TBA		Next Due 01.02.2026													1													

KEY

Gray - Not Applicable

Blue- Completed

Orange - Up Coming or Pending

Red - Missed Or Failed