

External Notice Boards and Plaques Pre-Planned Maintenance Program	Month	January (10)					February (11)					March (12)					
	Week Number	39	40	41	42	43	43	44	45	46	47	47	48	49	50	51	52
Site Name + Frequency	Description of Works																
Fore Street Notice Boards (1/7 Main Town Notice Board)																	
As Required	Put Out New Notices & Remove Old Notices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 Monthly	Clean Glass Inside & Out				24												31
Annually	Deep Clean and Polish Frames																
Waterside Notice Board (2/7 Main Town Notice Board)																	
As Required	Put Out New Notices & Remove Old Notices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 Monthly	Clean Glass Inside & Out				24												31
Annually	Deep Clean and Polish Frames																
St Stephens Notice Board (3/7 Main Town Notice Board)																	
As Required	Put Out New Notices & Remove Old Notices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 Monthly	Clean Glass Inside & Out				24												31
Annually	Deep Clean and Polish Frames																
Callington Road Notice Board (4/7 Main Town Notice Board)																	
As Required	Put Out New Notices & Remove Old Notices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 Monthly	Clean Glass Inside & Out				24												31
Annually	Deep Clean and Polish Frames																
Fairmead Notice Board (5/7 Main Town Notice Board)																	
As Required	Put Out New Notices & Remove Old Notices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 Monthly	Clean Glass Inside & Out				24												31
Annually	Deep Clean and Polish Frames																
Yellowtor Road Notice Board (6/7 Main Town Notice Board)																	
As Required	Put Out New Notices & Remove Old Notices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 Monthly	Clean Glass Inside & Out				24												31
Annually	Deep Clean and Polish Frames																
Pillmere Notice Board (7/7 Main Town Notice Board)																	
As Required	Put Out New Notices & Remove Old Notices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 Monthly	Clean Glass Inside & Out				24												31
Annually	Deep Clean and Polish Frames																
Pontoon Information Notice Board - Outside Main Pontoon Gate and Jubilee Green Car Park																	
As Required	Put Out New Notices & Remove Old Notices				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 Monthly	Clean Glass Inside & Out				24												31
Annually	Deep Clean and Polish Frames																
Local Pionts Of Interest and Information Notice Board (1) Outside Wall Of Belle Vue																	
As Required	Put Out New Notices & Remove Old Notices																
3 Monthly	Clean Glass Inside & Out																
Annually	Deep Clean and Polish Frames																
Local Pionts Of Interest and Information Notice Board (2) Alexandra Squire Car Park																	

