Saltash Town Council - Statutory / Mandatory Building & Asset Checks

Asset	Description	Frequency	last done	due	contractor used	Contact Details	Contact	termination dates	Notes	Mar-23					Apr-23				May-23				Jun-23				Jul-23				Aug-23				Sep-23				Oct-23				Nov-23				Dec-23				Jan-24				Feb-24				Mar-24				
										48	49	50	51	52	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	18	19	21	22	23	24	25	26	26	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
	Guildhall Building									**Guildhall Building**																																																												
	asbestos register	**annual ***			**in house (Report To Be Done By Contractor)**																																																																
	Electrical Installation	5 yr	28/07/22	27/07/27	TJ Electrical (Approved Contractor)																																																															
	DEC (Energy Effiency Certificate)	10 yearly	26/03/18	25/03/28	Elmhurst Energy Systems, HI Devon			POA	displayed certificate												25.03.2028																																																
	Water Cooler Sanitising / exchange	6 months	23/09/22	23/03/23	Thirsty Work				4 units					28																								23																															
	office air con - fixture	2 per year	04/08/22	04/02/23	Jackman Peckover																										4																																				
	Portable Appliance Testing (PAT)	annual**	31/01/22	31/01/23	Saltash Town Council (Michael Cotton)				12 Months Scheduled.																																																												
	CCTV Service	annual **	16/12/22	16/12/23	A&M Security																																													16																
	gas installation	annual	23/02/22	23/02/23	Jackman Peckover	01752 727999																																																													
	boiler service and radiator checks	annual**	23/02/22	23/02/23	Jackman Peckover	01752 727999																																																													
	Cast Aluminium Condensing Hot Water Heating Boiler	annual	21/11/22	21/11/23	Zurich - Crimson	07764 149397	Nigel Hughes																																					21																							
	Bladder Type Pressuristaion Heating Vessel	annual	21/11/22	21/11/23	Zurich - Crimson	07764 149397	Nigel Hughes																																					21																							
	passenger lift service and maintenance	4 per year	24/10/22	24/01/23	OTIS	07970 244136	Rob Shaw	31/05/23					22																					24							24														16											
	Passenger lift LOLER Inspections	annual	16/02/22	16/02/23	Zurich - Crimson																																																													
	intruder alarm	6 Monthly *	30/09/22	30/03/23	ASG								23																									30																											
	Automatic Fire Detection System	6 Monthly *	30/09/22	30/03/23	ASG			02/03/22	confirmed date 05/01/2022				23																									30																													
	Fire Risk Assessment (FRA)	annual *	25/01/21		Jeff Hicks			POA																																																										
	Fire Fighting Equipment (FFE)	Annual	14/12/22	12/01/23	Chubb			13/12/22	displayed certificate																																											12														
	Fire Alarm Drill	6 Monthly *	23/03/22		in house								23																									22																											
	Fire Alarms	weekly			in house					2	9	16	23	31																																																				
	Emergency Lighting	weekly			in house (Michael Cotton)					2	9	16	23	31																																																				
	Emergency Lighting Maintenace Visit	6 Monthly	06/04/23	06/10/23	Saltash Town Council - In House (Michael Cotton)										6																																																				
	Legionella (clear pipes / taps)	weekly			in house					2	9	16	23	31																																																				
	Legionella Tempertaure Testing	monthly			AquaStorage System Cleansing Ltd																																																														
	Station Building - Isambard House									**Station Building - Isambard House**																																																												
	asbestos register	annual *	21/06/17		Asbestos Log held at the Station				no asbestos present!																																																												
	electrical installation	5 yr		01/07/23	TJ Electrical (STC Approved Contractor)			POA																																																												01/07/23
	DEC (Energy Effiency Certificate)	10 yearly			tba			POA																																																											
	Portable Appliance Testing (PAT)	annual	08/01/22	08/01/23	Saltash Town Council (Michael Cotton)				12 Monthly Scheduled																																																												
	gas installation	annual	23/02/22	23/02/23	Jackman Peckover																																																														
	boiler	annual	23/02/22	22/03/23	Jackman Peckover																																																														
	intruder alarm	6 monthly	12/05/22	12/05/23	Sovereign F & S	01752 875116		01/05/21												12																							7																							
	Automatic Fire Detection	6 monthly	12/05/22	12/05/23	Sovereign F & S	01752 875116		01/05/21												12																							7																							
	Alarm Access Control	Annual	12/05/22	12/05/23	Sovereign F & S	01752 875116		01/05/21												12																																														
	Fire Risk Assessment (FRA)	annual *	04/08/21		Jeff Hicks			POA																																																											
	Fire Fighting Equipment (FFE)	Annual	14/12/22	12/01/23	Chubb			13/12/22																																											12														
	Fire Alarms	weekly			Saltash Town Council - In House (Michael Cotton)					2	9	16	23	31	5	12	19	26	3	12	21																																															
	Emergency Lighting	weekly			Saltash Town Council - In House (Michael Cotton)					2	9	16	23	31	5	12	19	26	3	12	21																		23																													23	
	Emergency Lighting Maintenace Visit	6 Monthly			Saltash Town Council - In House (Michael Cotton)											9																							23																												
	Legionella (clear pipes / taps)	weekly			Saltash Town Council - In House (Michael Cotton)					2	9	16	23	31	5	12	19	26	3	12	21																																															
	Legionella Temperature Testing	monthly			AquaStorage System Cleansing Ltd				included from April 2021					31				26																																																	
	Maurice Huggins Room									**Maurice Huggins Room**																																																												
	asbestos register	annual *	18/06/18		Geoff Peggs Report																																																															
	electrical installation	5 yr		15/05/23	TJ Electrical (STC Approved Contractor)																																																														15/05/24
	DEC (Energy Effiency Certificate)	10 yearly			tba			POA																																																	6										
	Portable Appliance Testing (PAT)	annual **	11/01/22	16/01/23	Saltash Town Council - In House (Michael Cotton)				12 Months Scheduled																																													16														
	intruder alarm	6 monthly	30/09/22	30/03/23	ASG				confirmed termination date				23																									30																									23		30/09/23
	Automatic Fire Detection	annual	30/09/22	30/03/23	ASG				termination date on the				23																									30																									23		30/09/23
	Fire Risk Assessment (FRA)	annual *	25/01/21		Jeff Hicks			POA																																																										

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	Fire Risk Assessment (FRA)	annual *	25/01/21		Jeff Hicks			POA		
	Fire Fighting Equipment (FFE)	Annual	14/12/20	14/12/21	Chubb			13/12/23	certificate	
	Fire Alarm Test	Weekly	01/06/22	08/06/22	Saltash Town Council - In House (Michael Cotton)					2 9 16 23 31 5 12 19 26 3 12 19 26 2 9 16 23 7 14 21
	Legionella (clear pipes / taps)	weekly	01/06/22	08/06/22	Saltash Town Council - In House (Michael Cotton)					2 9 16 23 31 5 12 19 26 3 12 19 26 2 9 16 23 7 14 21
	Emergency Lighting Weekly Test(s)	Weekly	01/06/22	08/06/22	Saltash Town Council - In House (Michael Cotton)					
	Emergency Lighting Maintenace Visit	6 monthly	05/04/23	05/10/23	Saltash Town Council - In House (Michael Cotton)					5
	Legionella Temperature Testing	annual			AquaStorage System Cleansing Ltd					
	Waterside Office Welfare Unit (New Cabin 2021)									
	electrical installation - mains connection	5 year	31/08/21	31/08/26	TJ Electrical (Approved Contractor)					
	DEC (Energy Effiency Certificate)	10 yearly			TBA				Shaun Webber	
	Water Cooler Sanitising / exchange	quarterly	26/11/21	26/02/22	Thirsty Work					28
	Portable Appliance Testing (PAT)	annual**	07/02/23	07/02/24	Saltash Town Council (in house)				12Monthly.	
	Fire Risk Assessment (FRA)	annual *	25/01/21		Jeff Hicks					
	Fire Fighting Equipment (FFE)	Annual	14/12/20	14/12/21	Chubb				displayed certificate	
Emergency Lighting To Be Installed	smoke Alarms	weekly			Saltash Town Council - In House (Michael Cotton)					2 9 16 23 31 5 12 19 26 3 12 19 26 2 9 16 23 7 14 21
	Legionella (clear pipes / taps)	weekly			Saltash Town Council - In House (Michael Cotton)					2 9 16 23 31 5 12 19 26 3 12 19 26 2 9 16 23 7 14 21
	Water Tank Check (picture/email)	weekly			Saltash Town Council - In House (Michael Cotton)					2 9 16 23 31 5 12 19 26 3 12 19 26 2 9 16 23 7 14 21
	Legionella Temperature Testing	monthly			AquaStorage System Cleansing Ltd					
	Jubilee Green Pontoon									
	Annual Survey	Annual	10/10/19	21/01/21	Underhill Engineering Ltd					
	Life Jackets external service	Annual			Survitec					
	Life Jacket internal safety checks	Quaterly			Saltash Town Council (in house)					
	Life Buoy and Saftey Throw lines saftey service	Weekly			Saltash Town Council - In House (Michael Cotton)					
	Life Buoy and Safety Throw Lines Ropes	Daily			Saltash Town Council - In House (Michael Cotton)					✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Daily Safety Inspection	daily			Saltash Town Council - In House (Michael Cotton)					✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Poxton - Daily Gate Code Changed (For 7 Days)	Weekly			Saltash Town Council - In House (Michael Cotton)					1 7 14 21 28 5 12 19 26 3 12 19 26 2 9 16 23 7 14 21
	Waterside Life Bouys									
	Life Bouys	Weekly			Saltash Town Council (in house)					✓ ✓ ✓ ✓ ✓ ✓
	Cornish Cross Site									
	Electrical Installation (EICR)	5 yr	08.04.2022	08.04.2027	TJ Electrical (STC Approved Contractor)					
	Cornish Cross Tension Test - (Contractor)	annual	27/06/19	04/02/21	Underhill Engineering Ltd					
	Floodlight Safety Inspection And Bolt Tension Test(s)	6 monthly	23/10/22	23/04/23	Saltash Town Council - In House (Michael Cotton)					23
	Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council - In House (Michael Cotton)					✓ ✓ ✓ ✓ ✓ ✓
	Burnel Bust Site & Monument Site									
	Electrical Installation (EICR)	5 Yearly	No Record	No Record	TJ Electrical (STC Approved Contractor)				Needs To Be Scheduled In.	
	Electrical Supply And Floodlight Safety Inspection(s) And RCD Test.	6 monthly	23/10/22	23/04/23	Saltash Town Council - In House (Michael Cotton)				Remedial Works Needed	23
	Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council - In House (Michael Cotton)					1 7 14 21 28 4 11 19 26 3 12 19 26 2 9 16 23 7 14 21
	North Road Bus Stop									
	Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council (in house)				Maintenance Reqiured	1 7 14 21 28 5 12 19 26 3 12 19 26 2 9 16 23 7 14 21
	Memerial Peace Gardens									
	Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council - In House (Michael Cotton)					1 7 14 21 28 5 12 19 26 3 12 21 26 2 9 16 23 7 14 21
	Huntly Gardens									

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	Fore Street								**Trematon Pound**
	Town Clock annual service	annual			Good Directions			expired 2019	chased up 03/02/2021 - 05/02/2021 still not undertaking site visits. PO placed 24.05.202 for new 3 year contract
	Speaker Sound System Electrical Safety Inspection (Low Voltage Not Needed)	6 monthly			Pyramid Electical?				
	Speaker PA box PAT test	annual			Saltash Town Council (Michael Cotton)				installed 03/12/2021
	Speaker System Visual inspection form Ground Level	Monthly							installed 03/12/2021
		6 monthly			Pyramid electrical				
	Christams Lights Daily Inspection from Ground Level	Daily Festive Period							
	Covid 19 signs etc Inspections	daily							
	Ashton Play Park								**Trematon Pound**
	Annual ROSPA Inspection	annual	10/11/21	10/11/22	Zurich - Crimson				
	Quaterly Management Inspections	quaterly			in house				Rospa training required
	Weekly Inspections	weekly			in house				
Grassmere Way Play Area - POSSIBLY NOT STC ??									
	Annual ROSPA Inspection	annual							NOT INCLUDED in Zurich Contract
	Quaterly Management Inspections	quaterly			in house				Rospa training required
	Weekly Inspections	weekly			in house				
	Honeysuckle Play Area								**Trematon Pound**
	Annual ROSPA Inspection	annual	10/11/21	10/11/22	Zurich - Crimson				
	Quaterly Management Inspections	quaterly			in house				Rospa training required
	Weekly Inspections	weekly			in house				
	Vehicles and Trailers								**Trematon Pound**
	YA11 SZY - Weekly Checks	Weekly	06/06/22	13/06/22	in house				
	YA11 SZY - servicing	annual	16/02/21	16/02/22	DB Autos				
	YA11 SZY - MOT	annual	06/02/23	08/02/24	DB Autos				
	YA11 SZY - Road Tax	annual	01/09/21	01/09/22	in house				
	EA14 ZCZ - Weekly Checks	Weekly	06/06/22	13/06/22	in house				
	EA14 ZCZ - servicing	annual	07/12/21	07/12/22	DB Autos				
	EA14 ZCZ - MOT	**annual**	**10/01/23**	**09/01/14**	**DB Autos**				
	EA14 ZCZ - Road Tax	annual	01/12/21	01/12/22	in house				
	BX15 HWJ - Weekly Checks	Weekly	06/06/22	13/06/22	in house				
	BX15 HWJ - servicing	**annual**	**22/02/21**	**22/02/22**	**DB Autos**				
	BX15 HWJ - MOT	**annual**	**15/02/22**	**14/02/23**	**DB Autos**				
	BX15 HWJ - Road Tax	annual	22/02/21	22/02/22	in house				
	WA17 PPX RO20 OTG Kubota Ride on Mower	annual		13/01/22	Vincent Tractors				
	WA17 PPX - Road Tax	annual	28/02/21	28/02/22	in house				
	Stander Mower - service	annual		13/01/22					
	WK59 DNE Kubota 4x4 - servicing	annual	19/01/22	19/01/22	Vincent Tractors				
	WK59 DNE - Road Tax	annual	01/08/21	01/08/22	in house				
	Trimax FX155 - service	annual	19/01/22	19/01/23	Vincent Tractors				
	Plant Trailer - servicing	annual							
KEY									
	not statutory but recommended								
**	or when work is carried out								