

Library Building - Library Hub									
asbestos register	annual *	23/04/09		Cornwall Council Asbestos Management Folder				Asbestos Log held at Library	
Electrical installation	5 yr	17/03/21	17/03/26	TJ Electrical (STC Approved Contractor)					
Portable Appliance Testing (PAT)	annual**	05/01/22	05/01/22	Saltash Town Council - In House (Michael Cotton)				12 Months Scheduled.	
DEC (Energy Efficiency Certificate)	10 yearly			tba				Cannot locate	
CCTV	annual **	23/11/21	23/11/22	A&M Security					
gas installation	annual	23/02/22	23/02/23	Jackman Peckover					
boiler service and radiator checks	annual	23/02/22	23/02/23	Jackman Peckover					
Boiler heat pump switch over	monthly	20/01/21	20/02/21	Saltash Town Council - In House (Michael Cotton)					
Mild Steel Hotwater Heating Boiler LH	annual	18/11/21	18/11/22	Zurich - Crimson					
Mild Steel Hotwater Heating Boiler RH	annual	18/11/21	18/11/22	Zurich - Crimson					
Bladder Type Pressurisation Vessel	annual	18/11/21	18/11/22	Zurich - Crimson					
intruder alarm	6 monthly	11/11/20	01/02/22	ASG					
Automatic Fire Detection	6 monthly	11/11/21	30/03/22	ASG					
Fire Risk Assessment (FRA)	annual *	25/01/21		Jeff Hicks					
Fire Fighting Equipment (FFE)	Annual	14/12/20	14/12/21	Chubb					
automatic door (OUTSIDE) service	annual	10/12/21	10/02/22	Doorcare South West - £40.00					
automatic door (INSIDE) service	annual	10/02/21	10/02/22	Doorcare South West - £40.00					
Fire Alarms	weekly			Service Delivery Department					
Emergency lighting	Weekly	05/04/23	12/04/23	Service Delivery Department					
Emergency Lighting Maintenance Visit	12Monthly	05/04/23	05/04/24	Service Delivery Department					
Legionella (clear pipes / taps)	weekly			Service Delivery Department					
Legionella Temperature Testing	monthly			Service Delivery Department					
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	04/03/24	Saltash Town Council (in house)				12 Monthly Scheduled.	
DEC (Energy Efficiency Certificate)	10 yearly			tba				POA	Shaun Webber
Water Cooler Sanitising / exchange	quarterly	26/11/21	26/02/22	Thirsty Work					
intruder alarm	6 monthly	23/03/22	23/09/22	ASG				23/01/21	confirmed termination date on the 05/01/2022
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	displayed certificate
Fire Alarm Test	Weekly	01/06/22	08/06/22	Service Delivery Department					

