	Saltash	Town Cou	ncil - Statut	ory / Mandatory Building	and Asset (Checks																			
Description	Frequency	last done	due	contractor used	Contact Details	Contact	termination dates	Notes	Aug-2	_	21 22	_	ep-23	5 26	_	Oct- 23	77 28	20	_	ov- 23	33	De	c- 23	27 20	20
Guildhall Building			l						18	19 2	21 22	23	Z4 Z	5 20	20	20 .	2/ 28	29	30 3	32	. 33	34 33	30 .	3/ 38	39
asbestos register	annual *			in house (Report To Be Done By Contractor)																					П
	umuu			TJ Electrical					Ħ	1	+	1	T		1			H	T	+	Ħ	T		\top	П
Electrical Installation	5 yr	28/07/22	27/07/27	(Approved Contractor)				diamin and	₩	-	+	-	+	+	-	-	-	H	+	+	H	+	++	+	Н
DEC (Energy Effiency Certificate)	10 yearly	26/03/18	25/03/28	Elmhurst Energy Systems, HI Devon			POA	displayed certificate																	1
Water Cooler Sanitising / exchange	6 months	23/09/22	22/02/22	Thirsty Work				4 units						22											
office air con - fixture								4 units	H		_		\top	23	1			Н			H	+		\top	Н
office air con - fixture	2 per year	04/08/22	04/02/23	Jackman Peckover					4		-		+	+					+			+	H	_	Н
Portable Appliance Testing (PAT)	annual**	31/01/22	31/01/23	Saltash Town Council (Michael Cotton)				12 Months Scheduled.																	1
CCTV Service	annual **	16/12/22	16/12/23	A&M Security					П							1				L				16	┛
gas installation	annual	23/02/22	23/02/23	Jackman Peckover	01752 727999				П	Ţ			I	П	1	Ţ			Ţ	I	Ш	I	Ш	I	Д
																									ΙI
boiler service and radiator checks	annual**	23/02/22	23/02/23	Jackman Peckover	01752 727999				\sqcup	_	1	4	_	\sqcup	_		_	Ш	4	1	Ш	4		_	Ш
Cast Aluminium Condensing Hot																									i I
Water Heating Boiler	annual	21/11/22	21/11/23	Zurich - Crimson	07764 149397	Nigel Hughes															21				Ш
Bladder Type Pressuristaion Heating																									
Vessel	annual	21/11/22	21/11/23	Zurich - Crimson	07764 149397	Nigel Hughes														_	21			\perp	Ш
passenger lift service and maintenance	4 per year	24/10/22	24/01/23	OTIS	07970 244136	Rob Shaw	31/05/23				24							24							Ш
Passenger lift LOLER Inspections	annual	16/02/22	16/02/23	Zurich - Crimson																					
intruder alarm	6 Monthly *	30/09/22	30/03/23						t				T		30										П
Automatic Fire Detection System	6 Monthly *	30/09/22	30/03/23	ASG			02/03/22	confirmed date 05/01/2022							30										П
Fire Risk Assessment (FRA)	annual *	25/01/21		Jeff Hicks			POA																		П
								displayed																	П
Fire Fighting Equipment (FFE) Fire Alarm Drill	Annual	14/12/22	12/01/23	Chubb in house			13/12/22	certificate	+	-	+	-	+	22	-	-		H	-	-	H	-	1	+	Н
Fire Alarms	6 Monthly * weekly	23/03/22		in house					2	0 1	16 23	21	7 1	_	20	4 .	11 19	26	21	7 15	22	20 4		+	Н
Emergency Lighting	weekly			in house (Michael Cotton)					2	9 1		31	7 1	$\overline{}$	28	_	11 19	-	31	7 15	22	29 (5	+	П
Emergency Lighting Maintenace				Saltash Town Council - In House					П			Ť	Ť		1							T			П
Visit	12 Monthly	06/04/23	06/10/23	(Michael Cotton)		1			H						-				+				+	+	Н
Legionella (clear pipes / taps)	weekly			in house					2	9 1	16 23	31	7 1	4 21	28	4 :	11 19	26	31	7 15	22	29	5	-	Н
Legionella Tempertaure Testing	monthly			AquaStorage System Cleansing Ltd					2				7	Ш	_	4		Ц		7	Ш		5	\perp	Ш
Station Building - Isa	ambard Have	150						<u> </u>	Ш									Ш			Ш				\dashv
Station building - IS	ambaru 110u	130						no asbestos							Т				_	1	1 1		П		\blacksquare
asbestos register	annual *	21/06/17		Asbestos Log held at the Station		1	ı	present!	\sqcup		-	4	+	+	4	-		H	4	1	Н	_	$\vdash \vdash$	-	H
electrical installation	5 yr	07/07/23	07/07/28	TJ Electrical (STC Approved Contractor)			POA		Ш												Ш		Ш		Ц
DEC (Energy Effiency Certificate)	10 yearly			tba			POA		Ц					Ш	\perp										Ш
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						Ħ	T	Ť	T	T	$\dagger \dagger$	T	T		H	T		Ħ	T	TT	T	П
boiler	annual	23/02/22	22/03/23	Jackman Peckover																					
intruder alarm	6 monthly	12/05/22	12/05/23	-	01752 875116		01/05/21		Ц	_	<u> </u>			Ш	_[_		Ш	\perp	7		\perp	$\perp \perp$		Ы
Automatic Fire Detection	6 monthly	12/05/22	12/05/23	Sovereign F & S	01752 875116		01/05/21													7					ш

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Alarm Access Control	Annual	12/05/22	12/05/23	Sovereign F & S	01752 875116		01/05/21		Ш	_			Ш			Ш					_	\perp	4	\bot	\perp
Fire Risk Assessment (FRA)	annual *	04/08/21		Jeff Hicks			POA			_										_		\perp		Ш	\perp
Fire Fighting Equipment (FFE)	Annual	14/12/22	12/01/23	Chubb Saltash Town Council - In House			13/12/22		ш	_										_			_	+	\perp
Fire Alarms	weekly			(Michael Cotton)					2	9 :	16 2	3 30	7	14 2:	1 28	4	11 1	19 26	31	7	15 2	2 29	6		
				Saltash Town Council - In House						T														\top	
Emergency Lighting Emergency Lighting Maintenace	weekly			(Michael Cotton) Saltash Town Council - In House					2	9 :	16 2	30	7	14 2:	1 28	4	11 1	19 26	31	7	15 2	2 29	6	\dashv	
Visit	Annual			(Michael Cotton)																					
				Saltash Town Council - In House																				\top	\top
Legionella (clear pipes / taps)	weekly			(Michael Cotton)					2	9 :	16 2	3 30	7	14 2:	1 28	4	11 1	19 26	31	7	15 2	2 29	6	+	
Legionella Temperature Testing	monthly			AquaStorage System Cleansing Ltd				included from April 2021	2				7			4				7			6		
	monthly			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						+	+				+		-	+			+	+	-	+	+
Maurica Huggins Bo		L	l					L				_	_							_			\vdash		\rightarrow
Maurice Huggins Ro				I- #	1					_	_	1			1			_	1 1				—	$\overline{}$	ightarrow
asbestos register	annual *	18/06/18		Geoff Peggs Report					⊢ ⊹	+				-				+		_}	-	+	+	$+\!\!+\!\!\!+$	+
electrical installation	5 yr	15/05/23	15/05/28	TJ Electrical (STC Approved Contractor)							24														
DEC (Energy Effiency Certificate)	10 yearly			tba			POA		\vdash	_	-	\vdash	\vdash	+	+	\vdash	+	+	\vdash	_	+	+	+	+	\dashv
Portable Appliance Testing (PAT)	annual **	11/01/22	16/01/22	Saltash Town Council - In House (Michael Cotton)				12 Months Scheduled																	
rortable Appliance resting (rAr)	aiiiuai	11/01/22	10/01/23	(Wichael Cotton)				termination date		$^+$							-	+		-	-	+	+	++	+
intruder alarm	6 monthly	30/09/22	30/03/23	ASG				on the		4					30					_			_	Ш	
Automotic Fire Detection		20 (00 (22	20/02/22	ASC				termination date																	
Automatic Fire Detection Fire Risk Assessment (FRA)	annual *	30/09/22 25/01/21	30/03/23	Jeff Hicks			POA	on the	H	+					30			+		-	-	+	+	++	+
rife hisk Assessment (rha)	annuai ·	25/01/21		Jen nicks			PUA	displayed	H	+	+	┢	H	+	+	H	_	╁	+	\dashv	+	+	+	+	+
Fire Fighting Equipment (FFE)	Annual	14/12/21	12/01/23	Chubb				certificate																	
				Saltash Town Council - In House																					
emergency lighting Emergency Lighting Maintenace	weekly			(Michael Cotton) Saltash Town Council - In House				1	2	9 :	16 23	31	7	14 2:	1 28	4	11 1	19 26	31	7	15 2	2 29	6	++	+
Visit	annual			(Michael Cotton)																					
				Saltash Town Council - In House																				T	
Legionella (clear pipes / taps)	weekly			(Michael Cotton)					2	9 :	16 23	31	7	14 2:	1 28	4	11 1	19 26	31	7	15 2	2 29	6	$+\!\!+\!\!\!+$	+
Legionella Tempertaure Testing	monthly			AquaStorage System Cleansing Ltd					2				7			4									
																								\prod	
Longstone Depot Bu	ilding																								
Asbestos Register	annual *	13/12/17	22/05/23	Geoff Peggs Report				Shaun Webber	П	Т	Т	П	П	Т	Т	П	П	Т	T	Т	Т	П	\top	ТТ	$\neg \neg$
										T										T			T	\top	\Box
DEC (Energy Effiency Certificate)	10 yearly			ТВА				Cannot locate		_										_			_	Ш	
Electrical installation				TJ Electrical						24															
Electrical installation	5 yr	No Records	17/05/23	(STC Approved Contractor)					H	24	+	┢	H	+	+	H	_	╁	+	\dashv	+	+	+	+	+
Water Cooler Sanitising / exchange	quarterly	26/11/21	26/02/22	Thirsty Work				1 unit															ᆚ		
Dortable Appliance Testine (DAT)		40 /04 /	40 /04 /	Saltash Town Council - In House				12 Months Scheduled.								IJ							. [1 1	7
Portable Appliance Testing (PAT) CCTV Service	annual**	13/01/22	13/01/23	(Michael Cotton) A&M Security				N/A	H	+	+	H	\vdash	+	+	H	+	+	H	+	+		+	+	$\dashv \dashv$
CCT v DELVICE	annual · ·	23/11/21	25/11/22	nouvi security	1			N/A confirmed	\vdash	+	+	H	\vdash	+	+	H	+	+	+	\dashv	+	H	+	++	+
Intruder alarm.	6 monthly	23/03/22	23/09/22				27/01/22	termination date	Ш	_	-	Ш	Ш		L	Ц		_	Ш	_	_	\perp	\perp	$oldsymbol{\sqcup}$	$\perp \!\!\! \perp \!\!\! \perp$
Fire Alarm System.	6 monthly	23/03/22	23/09/22				27/01/22	termination date	Ц	_	1		Ц			Ц		1			\perp	Ш		$\bot\!\!\!\!\bot$	$\perp \!\!\! \perp \!\!\! \perp$
Fire Risk Assessment (FRA)	annual *		25/01/21	Jeff Hicks			POA		ш	4	4	1	Щ	4	\bot	Ц	_	4	Н	_	4	$\perp \downarrow$		\dashv	$\perp \!\!\!\!\perp \!\!\!\!\!\perp \!\!\!\!\!\!\!\!\perp \!\!\!\!\!\!\!\!\!\!\!\!\!$
Fire Fighting Equipment (FFE)	annual *	14/12/20	14/12/21	Chubb			13/12/22	displayed certificate					Ш			Ш			Ш						
roller shutter service	annual	16/02/21	19/10/23	Entry			N/A		Ш				Ш			Ш			31			Ш	┵	Ш	
Emergency Lighting	Weekly			Service Delivery Department				Michael Cotton		9 -	16 2	3 30	7	14 2:	1 30		11	19 26	24	7	15 2	2 20	6		
	vveekiy			Service Delivery Department				ivilchaei Cotton	- 2	9 .	10 2	30		14 2	1 28	4	11 1	26	31	/	15 2	29	- 0	+	\dashv
Emergency Lighting Maintenace																									
Visit	annual	12/04/23	12/04/24	Service Delivery Department				 		-						H							_	++	$+\!\!\!+\!\!\!\!+$
Legionella (clear pipes / taps)	weekly			Service Delivery Department					2	9 :	16 2	3 30	7	14 2:	1 28	4	11 1	19 26	31	7	15 2	2 29	6		
Legionella Temperature Testing	Annual			Service Delivery Department					3											7			6]	
	Annual			22 Denvery Department	l	l			- 2				6			4				- /			D		

								П	Т		Т	Т			T	П		Т		Т	T	П	Т	П
Library Building - Lib	rary Hub					l.	1										_					П		
asbestos register	annual *	23/04/09		Cornwall Council Asbestos Management Folder			Asbestos Log held at Library	П	Т	П	Т		П	T	T	П	T	Т	П		Т	П	Т	П
aspesios register	annual *	23/04/09		TJ Electrical			at Library	H	+	+	+		H	+				+	+		+	++	+	+
Electrical installation	5 yr	17/03/21	17/03/26					Ш																
Portable Appliance Testing (PAT)	annual**	05 /04 /22	05 /01 /22	Saltash Town Council - In House (Michael Cotton)			12 Months Scheduled.																	
Portable Appliance Testing (PAT)	annual**	05/01/22	05/01/22	(Michael Cotton)			Scrieduleu.	H	-		-			+				+			+	+	+	+
DEC (Energy Effiency Certificate)	10 yearly			tba			Cannot locate																	
сстv	annual **	23/11/21	23/11/22				N/A				_		Ш	_				1				Ш	4	
gas installation	annual	23/02/22	23/02/23	Jackman Peckover				Н	_	+	4	+	\vdash	+				+	+	_	+	++	+	+
boiler service and radiator checks	annual	23/02/22	23/02/23	Jackman Peckover									Ш									Ш	┵	
Boiler heat pump switch over	monthly	20/01/21	20/02/21	Saltash Town Council - In House (Michael Cotton)									22											
Mild Steel Hotwater Heating Boiler																								
LH Mild Steel Hotwater Heating Boiler	annual	18/11/21		Zurich - Crimson				\vdash	+	+	+	+	\forall	+	+	H	+	+	+		+	\forall	+	+
RH	annual	18/11/21	18/11/22	Zurich - Crimson				\vdash	+	+	4	-	\dashv	+	1_	${oldsymbol{arphi}}$	_	+	+		+	\dashv	+	+
Bladder Type Pressurisation Vessel	annual	18/11/21	18/11/22	Zurich - Crimson				Ш								Ш		\perp				Ш	\perp	Ш
intruder alarm	6 monthly	11/11/20	01/02/22								_		Ш	_				1			4	Ш	4	Ш
Automatic Fire Detection	6 monthly	11/11/21	30/03/22						-		_			-				-			-	+	+	+
Fire Risk Assessment (FRA)	annual *	25/01/21		Jeff Hicks			displayed	H	+	+	+	+	++	+	1			+	+	_	+	+	+	+I
Fire Fighting Equipment (FFE)	Annual	14/12/20	14/12/21	Chubb			certificate											4				3		
autmatic 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																				\Box
		,,	,,																			П		\top
Fire Alarms	weekly			Service Delivery Department				2	9 1	6 16	31	7 14	21	28 4	4 11	19	26	31	7 15	22	29	6	+	+
Emergency lighting	Weekly	05/04/23	12/04/23	Service Delivery Department			Michael Cotton	2	9 1	6 16	31	7 14	21	28	4 11	19	26	31	7 15	22	29	6		
Emergency Lighting Maintenace																								
Visit	12Monthly	05/04/23	05/04/24	Service Delivery Department																		\blacksquare	+	+
Legionella (clear pipes / taps)	weekly			Service Delivery Department				2	9 1	6 16	31	7 14	21	28	4 11	19	26	31	7 15	22	29	6	\perp	Ш
Legionella Tempertaure Testing	monthly			Service Delivery Department				2				6			4				7			6		
											T			T			1				T	т	T	\top
Churchtown Cemete	ry Hut & Toi	ilets					·																	
Asbestos Register	Annual			in house?			constructed after t	the year	r 2000	. There	ore no	asbes	tos pre	sent								Ш		
electrical installation	5 yearly	2022	2027	TJ Electrical (STC Approved Contractor)	-			ΙŢ	Γ		T		\prod			ΙŢ	Ī	Γ		T		\prod	Ī	
	. ,	1011	2027				12 Monthly	Ħ		T	1		$\dagger \dagger$	1		Ħ		1	$\dagger \dagger$	7		$\dagger \dagger$	\top	\top
Portable Appliance Testing (PAT)	12 Monthly	04/03/23	04/03/24	Saltash Town Council (in house)			Scheduled.	Ш	\perp	\sqcup	4	\perp	$\sqcup \downarrow$	\perp	1	Ш		4	$\downarrow \downarrow$	_	4	$\bot\!$	4	Ш
DEC (Energy Effiency Certificate)	10 yearly			tba		POA	Shaun Webber																	
				Think Mand				H	1		T		П			П	T	T				\sqcap		П
Water Cooler Sanitising / exchange	quarterly	26/11/21	26/02/22	Thirsty Work			1 unit	${\sf H}$	+	+	+			+	1	\vdash	+	+	+	\dashv	+	+	4	+
							confirmed termination date																	
l							on the							1										
intruder alarm	6 monthly	23/03/22	23/09/22	ASG		23/01/21	05/01/2022	\vdash	+	+	+	+		+	1	\vdash	+	+	+	\dashv	+	++	+	+
Fire Risk Assessment (FRA)	annual *	25/01/21		Jeff Hicks		POA								1										
Fire Fighting Equipment (FFE)	Annual	14/12/20	14/12/21			13/12/23	displayed certificate				T		\prod					1				П	\top	\Box
0 . 0 4. 5		19/12/20				13/12/23			t		1	t	H					Ť				H	+	Ħ
Fire Alarm Test	Weekly	01/06/22	08/06/22	Service Delivery Department				2	9 1	6 23	30	7 14	21	28	4 11	19	26	31	7 15	22	29	6	丄	Ш

																									_
Legionella (clear pipes / taps)	weekly	01/06/22	08/06/22	Service Delivery Department			2	9	16	23 3	0 7	14 2	1 28	3 4	11	19	26	31	7 15	22	29	6			
Emergency Lighting Weekly Test(s)	Weekly	01/06/23	01/06/24	Service Delivery Department																					
																									1
Legionella Temperature Testing Emergency Lighting Maintenace	monthly			Service Delivery Department			2		_		7			4		_	4	_	7		_	6	Щ	\perp	4
Visit	6 monthly	05/04/23	05/10/23	Service Delivery Department			Ш			1	Ш			Ш		_	ᆚ	丄	1		\bot	丄	Ш	4	1
Waterside Office W	elfare Unit						Ш				Ш		_				\pm	_		Ш	\dashv	_	Ш	\dashv	1
				TJ Electrical			П	T	T	Т	П	Т	T	П		T	丅	T	T		T	┰	П	op	7
Main Board Testing & Cabin (EICR) Welfare Unit Electrical Installation	5 yearly	31/08/21	31/08/26	(Approved Contractor)					-	+	Н	_		H		_	+	+	+	H	+	+	┦	+	4
Testing	Annual	18/12/22	18/12/23	Service Delivery Department										Ш			┵	丄			┙	丄	18	\bot	
DEC (Energy Effiency Certificate)	10 yearly			TBA		Shaun Webber											\perp	L				_			
Water Cooler Sanitising / exchange	quarterly	26/11/21	26/02/22	Thirsty Work														L							
Portable Appliance Testing (PAT)	annual**	18/12/22	18/12/23	Saltash Town Council (in house)		 RA 12Monthly.																	18		
Fire Risk Assessment (FRA)	annual *	25/01/21		Jeff Hicks																	J				
Fire Fighting Equipment (FFE)	Annual	14/12/20	14/12/21	Chubb		displayed certificate																	\prod		
																									1
smoke Alarms	weekly			Saltash Town Council - In House (Michael Cotton)			2	9	16	23 3	0 6	13 2	0 27	4	11	19	26 3	31	7 15	22	29	6			
Legionella (clear pipes / taps)	weekly			Saltash Town Council - In House (Michael Cotton)			2	9	16	23 3	0 6	13 2	0 27	4	11	19	26 3	31	7 15	22	29	6			
Water Tank Check (picture/email)	weekly			Saltash Town Council - In House (Michael Cotton)			2	9	16	23 3	0 6	13 2	0 27	7 4	11		26 3	31	7 15		29	6	П		
Legionella Temperature Testing	monthly			AquaStorage System Cleansing Ltd						3	0		27	, 4			T		7			6	П		
	,																1	工			ヹ	1		士	_
Jubilee Green Ponto	on																								
Annual Survey	Annual	10/10/23	10/10/24	Underhill Engineering Ltd														L							
Life Jackets external service	Annual			Survitec																					
Life Jacket internal safety checks	Quaterly			Saltash Town Council (in house)						1							1				1	T	П		1
Life Buoy and Saftey Throw lines saftey service	Weekly			Saltash Town Council - In House (Michael Cotton)			П		j	./	П					T		T			1	T	П		j
Life Bouy and Safety Throw Lines Ropes				Saltash Town Council - In House (Michael Cotton)						, T.		, .		Ħ			Ť		1.	,			Ħ	T	1
Daily Safety Inspection	Daily			Saltash Town Council - In House (Michael Cotton)			,	,	<u>/ \</u>	<u> </u>	,	, ,	,	<i>'</i>	,	<u> </u>	<u></u>	, 	1	<i>y</i>	, /	+	\forall	+	1
	daily						V	/ \	/ \	/ /	V	<i>y y</i>	7	V	V	V	+	7	/	V	'	H	\forall	+	1
Poxton - Daily Gate Code Changed (For 7 Days)	Weekly			Saltash Town Council - In House (Michael Cotton)			2	9	16	23 3	0 6	13 2	0 27	4	11	19	26	31	7 15	22	29	6			
							П		Ι	Ι	П	1	Ι			1	I	I	L		ユ	ユ	Ц	ユ	1
Waterside Life Bouy	S	1		ı			L,											_						_	4
Life Bouys	Weekly			Saltash Town Council (in house)			✓ .	/ 、	/ \	/ /	1	1 1	1	✓	1	/ ,	' √	1	√	1	1 1	4	Щ	+	4
Cornish Cross Site						 					Ш		1		Ш	_	\perp	_		Ш	_	\pm	Ш	\pm	d
Electrical Installation (EICR)	5 yr	08.04.2022	08.04.2027	TJ Electrical (STC Approved Contractor)			П	T	T	T	П		T	П		T	T	T	T		T	T	П	T	1
Cornish Cross Tension Test -	, y,		22.22027	(STC Approved Contractor)			H	1	\dagger	T	H			H		\dashv	\dagger	T		H	T	\dagger	Ħ	\top	1
(Contractor)	annual	27/06/19	04/02/21	Underhill Engineering Ltd													丄	L			$oldsymbol{\perp}$	\perp		丄	

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Floodlight Safety Inspection And Bolt Tension Test(s)	6 monthly	23/10/22	23/04/23	Saltash Town Council - In House (Michael Cotton)									2	10										
Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council - In House (Michael Cotton)				✓ 、	/ /	, ₁	1	1	√ √	1	√	✓,	/ /	1	✓ _∨	/ /	√ .	/		
Burnel Bust Site & N	/lonument S	ite																						
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) Saltash Town Council - In House			Remedial Works Needed	Ш				Ш	1	10					Ц		Ш			
Weekly Site Check	Weekly	N/A	N/A	(Michael Cotton)				2	9 :	16 2	3 30	6	13	20 27	7 4	11	19 2	6 31	7	15 2	2 29	6	Ш	
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North Road Bus Sto	p		1			7	Maintenance	Ц.																
Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council (in house)			Reqiured	2	9 :	16 2	3 30	6	13 2	20 27	7 4	11	19 2	6 31	7	15 2:	2 29	6	Ш	
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Memerial Peace Ga	rdens																							
Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council - In House (Michael Cotton)				2	9 :	16 2	3 30	6	13 2	20 27	7 4	11	19 2	6 31	7	15 2	2 29	6		
Huntly Gardens						<u> </u>																		
				Saltash Town Council - In House																				T
Weekly Site Check	Weekly	N/A	N/A	(Michael Cotton)				2	9 :	16 2	3 30	6	13 2	20 27	7 4	11	19 2	6 31	7	15 2	2 29	6	H	+
Waterside Festoon	Lighting																							
Electrical Safety Checks / Timer																								
Checks				Saltash Town Council - In House																				
Jubilee Green Side Supply	6 Monthly	05/04/23	05/10/23	(Michael Cotton)							-				\bot	Н	19	-		-	29			
Electrical Safety Checks / Timer Checks				Saltash Town Council - In House																				
Town Pier Green Side Supply	6 Monthly	05/04/23	05/10/23	(Michael Cotton)				Н									19				29		Ш	_
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Trematon Pound			1			7	•	Tre	ma	tor) Po	unc	<u>t</u>											
Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council - In House (Michael Cotton)				2	9 :	16 2	3 30	6	13 2	20 27	7 4	11	19 2	6 31	7	15 2	2 29	6		
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Gas Space Heater safety service	annual	N/A	17/02/24	Jackman Peckover																				
Gas Beacon safety service	annual	N/A	17/02/24	Jackman Peckover				t													11			_
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asbestos register	annual *	03/10/12		in house			Management plan			T												T		T
			_	TJ Electrical			PO raised	H	1	+	1	Ħ	+		T	Ħ	+	1	Ħ	1	$\dagger \dagger$	\top	$\dagger \dagger$	十
electrical installation	5 yr	08.04.2022	08.04.2027	(STC Approved Contractor)			08/04/2022 RA	\vdash	-	-	+	Н		+	+	$\vdash \downarrow$	-	-	\vdash	+	H	+	+	-
Portable Appliance Testing (PAT)	annual**	06/02/23	06/02/24	Saltash Town Council (in house)			12 Monthly Scheduled.																	
		00,02/23	00/02/24					Ħ	1	\top	\top	П	\dashv	\top	П	H	\dashv	1	H	\top	Ħ	\top	$\dagger \dagger$	\top
DEC (Energy Effiency Certificate)	10 yearly			tba				Н	_			Ш			1				Ш	-	\perp	_	\sqcup	\perp
Fire Risk Assessment (FRA)	annual *		25/01/24	Jeff Hicks																				
Emergency Lighting	Weekly & Main Test	Annually	-, - , -	Saltash Town Council (in house)			Michael Cotton	2	9 :	16 2	3 30	6	13 2	20 27	7 4	11	19 2	6 31	7	15 2	2 29	6		
Legionella (clear pipes / taps)	weekly			Saltash Town Council (in house)				2	9 :	16 2	3 30	6	13 2	20 27	7 4	11	19 2	6 31	7	15 2:	2 29	6		

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Legionella Tempertaure Testing	Annual			AquaStorage System Cleansing Ltd								3	10				4				7			6		
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asbestos register	annual *	03/10/12		in house				management plan																	┸	\perp
electrical installation	5 yr	08.04.2022	08.04.2027	TJ Electrical (Approved Contractor)				PO raised 08/04/2022																		ш
Portable Appliance Testing (PAT)	annual**	06/02/23	06/02/24	Saltash Town Council (in house)				12 Monthly Scheduled.																		
		01,02,20	20,12,2	tha																1				+	\top	ıΤ
DEC (Energy Effiency Certificate) Fire Risk Assessment (FRA)	10 yearly annual *		25 /04 /24	100					H	+	+	+	+	H		+	+	+		+	_	+	H	+	+	\vdash
Emergency Lighting			25/01/21	Saltash Town Council (in house)					_		4.5	22 2		40	20 2			40	26	24	7 41	- 00	- 20	_	+	+
	Weekly & Main Test	Annually						Michael Cotton		_	16 16	_	-	-		_	4 11			_	7 15	5 22		ь	+	+
Legionella (clear pipes / taps)	weekly			Saltash Town Council (in house)					2	9	16	23 3	0 6	13	20 2	27	4 11	19	26	31	7 19	5 22	29	6	+	+
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Legionella Temperature Testing	Annual			AquaStorage System Cleansing Ltd					Н	_	_	-	6	\vdash			4	+	\vdash	_	7	+	\vdash	6	+	\vdash
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asbestos register	annual *			in house				DOi '	Н	_	_	_	4	\sqcup	4	\bot	\bot	╀-	Щ	4	_	1	\sqcup	4	4	\vdash
electrical installation	5 yr	08.04.2022	08.04.2027	TJ Electrical (Approved Contractor)				PO raised 08/04/2022																		1
Portable Appliance Testing (PAT)	annual**	06/02/23	06/02/24					12 Monthly	H	1	+	+	+	H		+	T	+-	H	+	+	T	H	+	+	一
rottable Appliance Testing (FAT)	annuai	06/02/23	06/02/24	Sartasii Towii Councii (iii Ilouse)				12 WORLING	H	-	+	+	+	H		+	╁	+-	H	+	+	+	H	-	+	rt
DEC (Energy Effiency Certificate)	10 yearly			tba							4	_	_			_	-	-		4			Ш	4	\bot	\vdash
Fire Risk Assessment (FRA)	annual *		25/01/21	Jeff Hicks												_	+				_	-	Н	_	+	\vdash
Emergency Lighting	Weekly & Main Test	Annually		Inhouse				Michael Cotton	2	_	16	_	_	-	20 2	_		_	-	_		_	_	6	₩	\vdash
Legionella (clear pipes / taps)	weekly			in house					2	9	16	23 3	0 6	13	20 2	27 -	4 11	19	26	31	7 15	5 22	29	6	₩	\vdash
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Legionella Tempertaure Testing	Annual			AquaStorage System Cleansing Ltd									6				4				7		Ш	6	╧	Ш
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asbestos register	annual *			in house																						
electrical installation	5 yr	08.04.2022	08.04.2027	TJ Electrical (Approved Contractor)				PO raised 08/04/2022																		ł I
				Saltash Town Council				RA 12 Monthly																		
Portable Appliance Testing (PAT)	annual**	06/02/23	06/02/24	(Michael Cotton)				Scheduled.															Ш		Ш	ட
DEC (Energy Effiency Certificate)	10 yearly			tba																						Ш
Fire Risk Assessment (FRA)	annual *		25/01/21	Jeff Hicks																						ł I
Legionella (clear pipes / taps)	weekly			in house					2	9	16	23 3	0 6	13	20 2	27	4 11	1 19	26	31	7 15	5 22	29	6		1
Emergency Lighting	Weekly & Main Test	Annually		Inhouse				Michael Cotton	-	_	_	23 3	_	-	20 2				26		7 19	_	-	6	+	\vdash
Emergency Lighting	vveeniy ox ividiri Test	Amidally		ou3E	1			iviiciiaei Cotton		7	10	23 3	0 6	13	20 4	-/	13	. 19	20	31	/ 13	22	29	0	+	\leftarrow
Legionella Temperature Testing				AquaStorage System Cleansing Ltd																	7					1
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							chased up																	
							03/02/2021 -																	
							05/02/2021 still																	
							not undertaking site visits. PO																	
							placed 24.05.202																	
							for new 3 year																	
Town Clock annual service al	annual			Good Directions		expired 2019	contract	\perp	-	-		H	_	-	₽₽				\dashv	+	-			+
Speaker Sound System Electrical																								
Safety Inspection (Low Voltage Not Needed) 6				Pyramid Electical?																				
Needed) 6	5 monthly							\vdash	-		+	H	-	-	╁┼	_	+	+	_	+	+	+		+
Speaker PA box PAT test	annual			Saltash Town Council (Michael Cotton)			installed 03/12/2021																	
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Speaker System Visual inspection							installed																	
	Monthly						03/12/2021	2				4			4				7			6		
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6	5 monthly			Pyramid electrical			1																	
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Christams Lights Daily Inspection							1																	
from Ground Level D	Daily Festive Period						ļ	Ш	_	\perp	Ш	Ц	_ļ_	_	$oxed{oxed}$	4		Ш	┙	√	1	✓	/	Щ
Left Over Covid-19 Hand Sanitiser				In House			1																	
Units Checks	weekly			(Servive Deliver Department)			1																	
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Annual ROSPA Inspection a	annual	10/11/21	10/11/22	Zurich - Crimson			Dto : :	${\mathbb H}$	_	+	\vdash	H		-	₽	4		\vdash	\dashv	4	-	H		+
Quaterly Management Inspections q	quaterly			in house			Rospa training required																	
	weekly			in house				2	9 :	16 23	30	6	13 2	0 27	4	11 1	.9 26	31	7	15 2	22 29	6	-	$\dagger \dagger$
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Annual ROSPA Inspection a	annual						NOT INCLUDED in	Zurich	Contr	act	\Box	Ħ	\dashv		Ħ	\top	T	П	ヿ	十	\top	П	\neg	Ħ
							Rospa training	ΠĪ	T	Ť	H	H	1	1	Ħ		1	T	寸	\top	1	П	-	†
	quaterly			in house			required	Ш	_			Ш	_		Ш		-		_	_	-	Ш	_ _	\sqcup
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Annual ROSPA Inspection	annual	10/11/21	10/11/22	Zurich - Crimson			Dto : :	Щ		4	Ш	Щ	_	1	\sqcup	4	1	Ш	4	4	\perp	Ш		\sqcup
Quaterly Management Inspections	quaterly			in house			Rospa training required																	
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YA11 SZY - Weekly Checks															1 1							1 1		1 1
	Weekly	06/06/22	13/06/22	in house				√ ,	/ /	′ √	1	✓ ,	/ /	1	✓ 、	/ /	1	√	/ 、	1 1	V	1	+	
YA11 SZY - servicing			13/06/22					✓ ,	/ /	′ √	1	✓ .	1 1	√	✓ 、	/ /	J	√	/ ,	1 1	1	√	+	H
	annual	16/02/21	16/02/22	DB Autos				✓ ,	/ /	' \	√	✓ .	1 1	1	√ 、	/ /	J	√	√ ,	/ /	J	√		
YA11 SZY - MOT a	annual	16/02/21 06/02/23	16/02/22 08/02/24	DB Autos				√ .	/ /	' J	√	✓ .	/ /	1	✓ 、	/ /	J	√	✓ ,	/ /	1	√		
YA11 SZY - MOT al	annual	16/02/21	16/02/22	DB Autos				√ ,	/ /	<i>' J</i>	√	✓ .	/ /	✓	✓ 、	/ /	V	✓	√ ,	/ /	V	√		
YA11 SZY - MOT al YA11 SZY - Road Tax al	annual annual	16/02/21 06/02/23 01/09/21	16/02/22 08/02/24 01/09/22	DB Autos DB Autos in house						' \ \	√ ✓	√ .	/ /	1	✓ ·	/ /	√ √	✓ ✓	✓ . ✓ .	V V	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	✓ ✓		
YA11 SZY - MOT al YA11 SZY - Road Tax al EA14 ZCZ - Weekly Checks W	annual annual annual Weekly	16/02/21 06/02/23 01/09/21 06/06/22	16/02/22 08/02/24 01/09/22 13/06/22	DB Autos DB Autos in house					/ /	' \ \	✓ ✓	✓ , ✓ ,	/ /	J	7 4 4 4 7 4	/ /	√ ✓	✓ ✓	7 7 7 7 8	<i>y y</i>	V	√ ✓		
YA11 SZY - MOT a YA11 SZY - Road Tax a EA14 ZCZ - Weekly Checks W EA14 ZCZ - servicing a	annual annual annual Weekly	16/02/21 06/02/23 01/09/21 06/06/22 07/12/21	16/02/22 08/02/24 01/09/22 13/06/22 07/12/22	DB Autos DB Autos in house DB Autos DB Autos						' \ \	✓ ✓	<i>J</i> ,	/ /	1	<i>y</i> ,	/ /	√ ✓	✓ ✓	✓ .	/ /	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	√ ✓		
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BX15 HWJ - Road Tax	annual	22/02/23	22/02/22	in house										
WA17 PPX RO20 OTG Kubota Ride on Mower	annual		13/01/22	Vincent Tractors										Ħ
WA17 PPX - Road Tax	annual	28/02/23	28/02/22	in house										
Stander Mower - service	annual		13/01/22											П
WK59 DNE Kubota 4x4 - servicing	annual	19/01/23	19/01/22	Vincent Tractors										
WK59 DNE - Road Tax	annual	01/08/23	01/08/22	in house										
Trimax FX155 - service	annual	19/01/23	19/01/23	Vincent Tractors						Ì	Ì			\Box
Plant Trailer - servicing	annual													