

Area / System or Plant Type	Action Required	Frequency	Inspection By	Type of Inspection	Building Manager or Corporate Property department management responsibility	Last Inspection	Any identified remedial works completed date	Next inspection due	Notes
Fire Safety									
Fire Detection & Alarm Systems	Function Check	Daily	CP	BP					
	Alarm Check	Weekly	CP	BP					
	Inspection	Quarterly	AC	BP-S					
	Inspect & test	Annual	AC	S					
Fire Extinguishers	Charge Check	Monthly	CP	BP					
	Inspection	Annual	AC	S					
	Discharge (not CO2)	5 Yearly	AC	S					
Fire Hose Reels	Visual Inspection	Monthly	CP	S					
	Function Test	Annual	AC	S					
Emergency Lighting	Visual check green /	Daily	CP	S					
	Operational Check	Monthly	CP	S					
	1Hr Simulation Test	6 Monthly	AC	S					
	3Hr Simulation Test	Annual	AC	S					
Fire Doors (auto)	Condition & Function Test	Quarterly	CP	S					
	Service & Inspection	6 Monthly	AC	S					
Fire Doors Manual	Condition inspection	6 Monthly	CP	S					
Fire Dampers / Sensors	Test & Inspect	Annual	AC	S					
Fire Shutters	Test & Inspect	Annual	AC	S					
Escape Routes & Fire Doors	Visual Inspection	Weekly	CP	O					
	Auto Doors Inspection	Monthly	CP	O					
	Auto Doors Inspection	6 Monthly	AC	S					
Fire Risk Assessment	Risk Assessment	As Per Risk Assessment/building changes	AC	S					
Lifts & Lifting Equipment									
Passenger Lifts (all lifts used to lift or lower passengers)	Service/Inspection	Risk Assessment	AC	BP					
	Engineering Inspections (LOLER)	6 Monthly	AC (Insurer)	S					
	Emergency Alarm Test	Weekly (no auto dialler)	CP	BP					
		Quarterly (With auto dialler)	CP	S					
	Check Motor Room Locked & Secure	Daily	CP	BP					
Lifts & Hoists (for lifting goods & equipment)	Service	Risk Assessment / Manufacturer's Instructions	AC	O					
	Engineering Inspections (LOLER)	Annual	AC	S					
Stair lifts	Service	6 Monthly	AC	S					
Fall Arrest Systems & Eye Bolts									
Fall Arrest Cable System	Inspection & Test	Annual	AC	S					
Ladder Restraint Anchor Points	Inspection & Test	2 Yearly	AC	S					
Water Hygiene & Legionella									
Hot & Cold Water Systems	Risk Assessment	2 Yearly or water system changes	AC	S					

Legionella - Written Scheme of Control	Flushing	Weekly or as per written scheme	CP	S					
	Temperature Tests	Monthly	CP	S					
	De-Scale showers	Quarterly	AC	S					
	CWT Inspections	Annual	AC	S					
	Calorifier Inspection	Annual	AC	S					
	CW Mains & CWS Tank Temps	Annual	AC	S					
	Sampling	By Risk Assessment	AC	S					
Thermostatic Mixer Valves	Temp testing for scalding	By Risk Assessment	CP	S					
	Service	6 Monthly	AC	S					
Reduced Pressure Zone (RPZ) Valves	Service and Function Test	Annual	AC	S					
Swimming Pools	Water Quality Treatment Test	Daily	CP	S					
	Biological Test/Inspect	Monthly	CP	S					
	Plant & Equipment Check	6 Monthly	AC	S					
Electrical Testing									
Fixed Wiring Tests									
Leisure Complexes	T&I	3 Yearly	AC	S					
	Routine Check	Annual	CP	S					
	RCD Test	Quarterly	CP	S					
Swimming Pools	T&I	Annual	AC	S					
	Routine Check	4 Monthly	CP	S					
	RCD Test	Quarterly	CP	S					
Portable Appliance Testing (PAT)	PAT Test	Annual	AC	S					
Portable RCD's	Test Operation	Before each use	CP	BP					
Lightning Conductors	Continuity Test & Inspection Report	11 Monthly	AC	S					
Stage Lighting	Function Test	Pre-Use	CP	O					
Electric Generators	Service	As per manufacturer's instructions	AC	S					
Heating & Hot Water Plant									
Gas Boilers Water Heaters & other gas fired plant LPG or Natural Gas	Service & Inspection	Annual or manufacturer's instructions	AC	S					
Gas Supply (outlet) Pipe Work	Tightness Test & Visual Inspection	5 yearly and by risk assessment	AC	S					
Carbon Monoxide	Functionality Test	Weekly	CP	BP					
		Monthly	CP	BP					
		6 Monthly	CP	BP					
Air Conditioning									
Split Air Con Units	Service & Inspection	Annual	AC	BP					
Chiller Units	Service & Inspection	Manufacturer's Instructions	AC	BP					
An air conditioning systems or multiple number of systems on one site which add up to 12Kw cooling capacity or more.	TM44 Inspection	5 Yearly	Accredited Assessor	S					
Pressurised Systems & Vessels									

Hot Water Boilers (>100 ⁰ C)	Written Scheme of Inspection	14 Monthly	Insurance inspection	S					
	Service	Annual	AC	BP					
Other pressure vessels – all non-steam vessels containing gasses or fluids at high pressure >250 bar ltrs	Written Scheme of Inspection	14 Monthly	Insurance Engineer	S					
	Service	Annual	AC	O					
Compressed air equipment	Written Scheme of Inspection	14 Monthly	Insurance Engineer	S					
Mechanical/Electrical Auto Doors, Gates, Barriers & Shutters									
Electric Gates, Doors & Barriers	Operational Check	Weekly	CP	BP					
	Service & Force Test	6 Monthly	AC	S					
Asbestos									
Management Survey & Report	Condition Inspection	As per Management Plan	AC	S					
Training		Annual	CP	S					
Ladders									
Ladder Condition	Visual Condition Check Test & Inspection	Before Use	CP	S					
		Quarterly	CP	S					
		Annual	CP	S					
First Aid									
Supplied First Aid Equipment	Check contents complete and not beyond expiry date	Regular & before use	CP	S					
Glazing									
Windows or other transparent or translucent surface in a door, wall or partition	Safety Inspection	Quarterly	CP	BP					
	Site Risk Assessment	Rolling Programme	AC	S					
Display Energy Certificate									
Energy Performance	Display Energy Certificate Assessment	Building of >1000m2	Trained Assessor	S					
		Building of <1000m2	Trained Assessor						
COSHH									
First Aid	COSHH Risk Assessment	When necessary	CP	S					
	Number of first aiders depends upon environment	3 Yearly refresher	CP	S					
Tree Safety									
	Visual Inspection	Monthly	CP	BP					

Statutory Compliance Guidance

Notes for following tables:

The majority of the required actions will be carried out by either an Approved Contractor (AC) or a Competent Person (CP) with some others carried out by our insurer or specific qualified assessors.

Approved Contractor (AC) – A contractor with all the necessary professional qualifications to undertake the works to the latest and appropriate legislation.

Competent Person (CP) – A person who has had appropriate training to undertake the inspection / task, this may be an NSDC member of staff at the building concerned or a member of the Facilities Management team appointed to undertake this particular task.

The Building Manager MUST establish who is carrying out these inspections/tasks and that they are being carried out in accordance with the frequencies specified.

Should the Building Manager have any queries or issues they should be raised with Corporate Property department and or the Corporate Health & Safety Team.

Frequency and Type of Inspection:-

The frequency of an inspection and or the type of inspection undertaken will either be in accordance with laid down regulations / guidance or may be the result of a specific risk assessment for that area of work / system or piece of plant and equipment. The TYPE OF INSPECTION is listed as either STATUTORY (S) or OPERATIONAL (O) or BEST PRACTICE (BP).