

# Schools and Colleges maintenance year planner

2008

2009

	September	October	November	December	January	February	March	April	May	June	July	August
Monday	1		3 Have you completed your winter checklist? <input type="checkbox"/>	1		2	2			1 Are systems set to normal in school for Monday? <input type="checkbox"/>		3
Tuesday	2		4	2		3	3			2		4
Wednesday	3 Take water sample for Legionella <input type="checkbox"/>	1 Clear gutters, gullies and drains <input type="checkbox"/>	5 Service fume extraction equipment <input type="checkbox"/>	3		4	4			3	1 Check fire alarm and batteries <input type="checkbox"/>	5
Thursday	4	2 Service lift/lifting equipment <input type="checkbox"/>	6	4	1 <b>New Year's Day</b>	5 Emergency lights checked this term? <input type="checkbox"/>	5			4	2	6
Friday	5 Check fire alarm and batteries <input type="checkbox"/>	3 Service workshop equipment <input type="checkbox"/>	7 Take water sample for Legionella <input type="checkbox"/>	5	2	6	6 Does your fixed wiring need testing?			5	3 Take water sample for Legionella <input type="checkbox"/>	7
Monday	8 Check low temp showers/HWS <input type="checkbox"/>	6 Short warm up heating only <input type="checkbox"/>	10 Clear gutters, gullies and drains <input type="checkbox"/>	8	5 Check fire alarm and batteries <input type="checkbox"/>	9 Do fume cupboards need servicing?	9 Take water sample for Legionella <input type="checkbox"/>			8 <b>Bank Holiday</b>	6 Check boundary gates and fences <input type="checkbox"/>	10
Tuesday	9 Check thermostat settings <input type="checkbox"/>	7 Do fume cupboards need servicing?	11	9 Oil users - check levels. Avoid Christmas rush <input type="checkbox"/>	6 Take water sample for Legionella <input type="checkbox"/>	10 Unnecessary lights off by 10.30am <input type="checkbox"/>	10			9 Oil fired boilers should be opened and cleaned now <input type="checkbox"/>	7	11
Wednesday	10 Check clock and optimiser settings <input type="checkbox"/>	8 Unnecessary lights off by 10.30am <input type="checkbox"/>	12	10	7 Unnecessary lights off by 10.30am <input type="checkbox"/>	11	11			10	8 Fuel renewal letters dealt with <input type="checkbox"/>	12
Thursday	11	9	13 Do you know where Frost Stats are? <input type="checkbox"/>	11 Take water sample for Legionella <input type="checkbox"/>	8 Are toilet extractor fans working? <input type="checkbox"/>	12	12 Unnecessary lights off by 10.30am <input type="checkbox"/>			11	9	13
Friday	12	10 Take water sample for Legionella <input type="checkbox"/>	14 Does mechanical plant(s) need servicing? <input type="checkbox"/>	12 Are all frost protection heaters working? <input type="checkbox"/>	9 Check thermostat settings <input type="checkbox"/>	13 Take water sample for Legionella <input type="checkbox"/>	13 Check boundary gates and fences <input type="checkbox"/>			10 <b>Good Friday</b>	8 Emergency lights checked this term? <input type="checkbox"/>	14
Monday	15 Oil fired boilers cleaned by now <input type="checkbox"/>	13 Stage lighting tested? <input type="checkbox"/>	17 Check fire alarm and batteries <input type="checkbox"/>	15 Check boundary gates and fences <input type="checkbox"/>	12 Have you checked clock and optimiser settings? <input type="checkbox"/>	16	16			13 <b>Easter Monday</b>	11 Take water sample for Legionella <input type="checkbox"/>	17
Tuesday	16	14	18 Emergency lights checked this term? <input type="checkbox"/>	16	13	17	17 Check fire alarm and batteries <input type="checkbox"/>			14	12 Do you still need heating boilers on?	18
Wednesday	17	15 Check security on windows and doors <input type="checkbox"/>	19 Are all frost protection heaters working? <input type="checkbox"/>	17 Check frost stats <input type="checkbox"/>	14 Check frost stats <input type="checkbox"/>	18	18			15	13 Independent Schools' Bursars' Association (ISBA) International Conference, Torquay.	19
Thursday	18 Portable appliances tested? <input type="checkbox"/>	16	20	18 Clear gutters, gullies and drains <input type="checkbox"/>	15	19	19 Emergency lights checked this term? <input type="checkbox"/>			16	14	20
Friday	19 Emergency lights checked this term? <input type="checkbox"/>	17 Check boundary gates and fences <input type="checkbox"/>	21 Review ASBESTOS Plan <input type="checkbox"/>	19	16 Clear gutters, gullies and drains <input type="checkbox"/>	20	20			17	15 Check fire alarm and batteries <input type="checkbox"/>	21
Monday	22 Does mechanical plant(s) need servicing? <input type="checkbox"/>	20	24 Do you know where to isolate water supply(ies)? <input type="checkbox"/>	22	19 Does your alarm system need servicing?	23 Check security on windows and doors <input type="checkbox"/>	23 Service lift/lifting equipment <input type="checkbox"/>			20 Take water sample for Legionella <input type="checkbox"/>	18	24
Tuesday	23 Short warm up heating only <input type="checkbox"/>	21	25 Undertake weekly fire alarm check <input type="checkbox"/>	23 Do you know where to isolate water supply(ies)? <input type="checkbox"/>	20 Check boundary gates and fences <input type="checkbox"/>	24 Check frost stats <input type="checkbox"/>	24 Check boundary gates and fences <input type="checkbox"/>			21 Short warm up heating only <input type="checkbox"/>	19 How does water consumption compare to last year's?	25
Wednesday	24 Have you ordered winter salt supplies? <input type="checkbox"/>	22	26 Log all meter readings <input type="checkbox"/>	24	21	25 Log all meter readings <input type="checkbox"/>	25 Check security on windows and doors <input type="checkbox"/>			22	20 How often are urinals flushing?	26
Thursday	25 Fire fighting equipment tested? <input type="checkbox"/>	23	27 National Bursars' Association (NBA) Annual Conference, Hinckley Island.	25 <b>Christmas Day</b>	22	26	26 Update fuel log book and check meters <input type="checkbox"/>			23 Are toilet extractor fans working? <input type="checkbox"/>	21	27 Can you hear water running in empty buildings?
Friday	26 Log all meter readings <input type="checkbox"/>	24	28	26 <b>Boxing Day</b>	23	27	27			24	22	28 Flush through pipework/showers <input type="checkbox"/>
Monday	29	27		29 Log all meter readings <input type="checkbox"/>	26 Does mechanical plant(s) need servicing? <input type="checkbox"/>	30 Log all meter readings <input type="checkbox"/>	30 Log all meter readings <input type="checkbox"/>			27	25 <b>Bank Holiday</b>	31 <b>Bank Holiday</b>
Tuesday	30	28 Log all meter readings <input type="checkbox"/>		30	27		31			28	26	
Wednesday		29		31	28 Log all meter readings <input type="checkbox"/>					29 Log all meter readings <input type="checkbox"/>	27	
Thursday		30 Start to prepare for planned works in summer holidays			29					30	28	
Friday		31			30					29 Log all meter readings <input type="checkbox"/>	29	

## Contact numbers...

Key:

- Environment
- Health & Safety
- Building maintenance

## Environment

<b>Electricity company</b>	
<b>Gas company</b>	
<b>Water company</b>	
Company name	Contact number
Company name	Contact number
Company name	Contact number
Company name	Contact number
Company name	Contact number

## Health & Safety

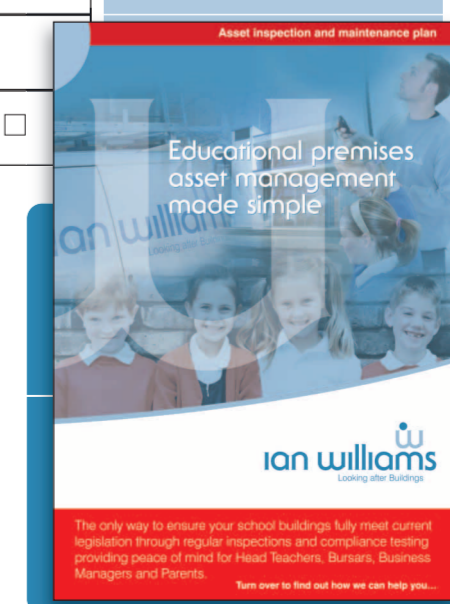
Company name	Contact number
Company name	Contact number
Company name	Contact number
Company name	Contact number
Company name	Contact number
Company name	Contact number
Company name	Contact number

## Building Maintenance

<b>ian williams</b>	Local office number
Company name	Contact number
Company name	Contact number
Company name	Contact number
Company name	Contact number
Company name	Contact number
Company name	Contact number
Company name	Contact number

## Useful Contacts

	National Bursars Association (NBA) <b>01788 573300</b> www.nba.org.uk
	Independent School's Bursars Association (ISBA) <b>01256 330369</b> www.thissba.org.uk



Contact Ian Williams for more information on our **Asset Inspection and Maintenance plan**

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