



Project name	Address	PC date
P22-022	Glassworks, St Thomas Street, Bristol, BS1 6AE	06/01/2025

### Golden Thread guidance was withdrawn on 25 July 2022 and superseded by The Building Safety Act

The Building Safety Act: granted Royal Assent on 28 April 2022 <https://www.gov.uk/guidance/the-building-safety-act>

"Accountable persons will need to demonstrate that they have effective, proportionate measures in place to manage building safety risks in the higher-risk buildings for which they are responsible.

Those who do not meet their obligations may face criminal charges. The Building Safety Act is also clear that building owners and landlords will need to contribute to the costs of fixing their own buildings."

**Please note this is a guide only to maintain contractual warranty and does not supersede statutory requirements.**

**This is not an exhaustive list of service and maintenance requirements, it is essential that you check the manufacturers guide, this will offer more in-depth detail on requirements.**

**Failure to report defects within a reasonable timeframe could cause substantial damage, this will be considered as negligence and potentially can void contractual warranty.**

Key requirements											water based heating	
Mandatory Documented Warranty Requirements		✓	Visual / Documented	Service and maintenance evidence is required, documents & certificates can be uploaded on Fixflo / Dashboard.								
			Documented	Service and maintenance evidence is required, documents & certificates can be uploaded on Fixflo / Dashboard.								
Warranty Maintenance Requirements		✓	Visual / Maintenance	Evidence of preventative maintenance may be required by the manufacturer.								
			Maintenance	Evidence of preventative maintenance may be required by the manufacturer.								
			Visual	Required for preventative maintenance.								
Frequency			Recording									
Trade	Maintained/Service Type	Daily	Weekly	Monthly	3 Monthly	6 Monthly	9 monthly	12 Monthly	2 - 5 Yearly	Type	Requirements	Guidance Notes
APPLIANCE	DISHWASHER	✓		✓				✓		Maintenance	Manufacturers Warranty	Daily clean surfaces and visual checks in line with manufacturers guide. Monthly clean filter in line with manufacturers guide.
APPLIANCE	EXTRACTOR HOOD	✓	✓					✓		Maintenance	Manufacturers Warranty	Daily clean surface. Weekly clean and degrease filters following manufactures guide. Annually change filters following manufacturers guide.
APPLIANCE	FRIDGE FREEZER - FREE STANDING	✓	✓		✓			✓		Maintenance	Manufacturers Warranty	Daily, essential to complete temperature checks. Weekly clean in line with manufacturers guide. 2-3 Months recommended to deep clean.
APPLIANCE	FRIDGE FREEZER - INTEGRATED	✓	✓		✓			✓		Maintenance	Manufacturers Warranty	Daily, essential to complete temperature checks. Weekly clean in line with manufacturers guide. 2-3 Months recommended to deep clean.

Trade	Maintained/Service Type	Daily	Weekly	Monthly	3 Monthly	6 Monthly	9 monthly	12 Monthly	2 - 5 Yearly	Type	Requirements	Guidance Notes
APPLIANCE	OVEN / HOB / MICROWAVE	✓		✓				✓		Maintenance	Manufacturers Warranty	Daily clean / after use with a suitable cleaning product in line with the manufacturers guide. Monthly: Deep clean following manufacturers guide.
APPLIANCE	WASHER / DRYER	✓		✓				✓		Maintenance	Manufacturers Warranty	Daily clean surface. Weekly clean following manufactures guide. Filter cleaning depending on usage - follow manufacturers guide.
BRICKWORK	BRICKWORK & BLOCKWORK					✓		✓		Documented	Preventative Maintenance	Bi Annual complete visual checks, check for moss and plant growth and remove appropriately. Check weep holes are clear. Annual complete visual checks and clean and remove moss, plant growth. Check weep holes are clear.
CEILING	SUSPENDED CEILINGS		✓					✓		Documented	Preventative Maintenance	Weekly: complete visual checks for any signs of damage. Gently dust / vacuum areas to removed debris with a lint free cloth.
CLADDING	CLADDING - SOFFIT COATING					✓	✓	✓	✓	Documented	Preventative Maintenance	Annual clean cladding following manufacturers cleaning product guide. Ensure the surface of the cladding is clean, not corroded or chemically treated. The warranty will become void where failure is found to be due to over coating or touch up by third parties, impact damage, neglect, pollution or abnormal weather conditions The surface requires regular cleaning and maintenance using mild detergent and warm water using a soft cloth or sponge. Wash down with copious amounts of water to remove detergent. Cleaning powder coating is an important part of the cleaning process. Ensure records are kept of the cleaning procedures and products utilised.
CLADDING	CLADDING - COATINGS - PLANT ROOM							✓		Documented	Preventative Maintenance	Annual inspection is based upon good practice and should be carried out annually throughout the lifetime of the building.
CLADDING	CLADDING - FIX BLADE & ACOUSTIC LOUVRE				✓	✓	✓	✓		Documented	Preventative Maintenance	Quarterly: surface requires regular cleaning and maintenance using mild detergent and warm water using a soft cloth or sponge. Wash down with copious amounts of water cleaning the power coating is an important part of the cleaning process. Ensure records are kept of the cleaning procedures and products utilised.
CLADDING	CLADDING - STAINLESS STEEL - FACADE & SOFFIT				✓	✓	✓	✓		Documented	Preventative Maintenance	Quarterly: wash the cladding, wash with neutral soapy warm water to maintain surfaces and always rinse with plenty of water to remove detergent. If the surface has an accumulation of dirt please check the O&M dashboard guide.
DECORATION	DECORATION	✓			✓	✓	✓	✓	✓	Visual	Preventative Maintenance	Daily spot clean marked areas following manufactures guide on cleaning product. Quarterly checks/spot clean using suitable products to clean painted or papered walls / ceilings. Always test a small discrete area following manufactures guide. 3-5 year recommended cyclical decoration programme depending on upkeep of preventative maintenance.
ELECTRICAL	ACCESSIBLE ALARM (DDA)		✓	✓				✓		Documented	Full service & Operation check	Weekly call point test - Risk assessments Monthly, on the 3rd Thursday and/or Friday of each month complete tests checking emergency alarm pull-cord in Accessible Toilets, associated alarm systems and fire refuge point alarm systems are functioning correctly. Annual documented and certified checks.  All actions must be recorded. Ensure you have the relevant system documentation e.g. log books and service schedules.
ELECTRICAL	ACCESS CONTROL INC FOBS		✓					✓		Documented	Full service & Operation check	Weekly visual inspection, cleaning components, check power, software. Tests performed on your system comply with health and safety. Annual: comprehensive maintenance by competent persons. Battery change to avoid lock outs.
ELECTRICAL	AUTOMATED GATE / BARRIERS		✓		✓	✓	✓	✓		Visual / Documented	Full service & Operation check	Weekly: complete visual and maintenance checks for safety and preventative maintenance. Quarterly: maintenance checks recommended for preventative maintenance and reduce risk management. Biannual: service and maintenance checks by specialist.
ELECTRICAL	BMS (BUILDING MANAGEMENT SYSTEM)	✓				✓		✓		Documented	Full service & Operation check	Daily Visual Checks for fault / warning lights, Example of checks: Temperature & pressure control-looping Mains Cold Water Booster Set Fault Mains Cold Water Conditioner Fault Wet Riser Fault AOV Fault Below Ground Drainage Fault  Bi Annual & Annual service in accordance to the warranty guide.
ELECTRICAL	CCTV			✓				✓		Visual / Documented	Full service & Operation check	Monthly visual checks on connections, operation, cameras .  Annual service requirement by competent persons, to include camera cleaning, lens adjustments and inspection of major components and connections for signs of damage.
ELECTRICAL	ELECTRIC PUMPS		✓	✓				✓		Documented	Full service & Operation check	Weekly running test for 10 minutes or in line with the manufacturers guide and witnessed. Check your local guidelines often to prevent an accidental violation. Water-Based Fire Protection Systems Monthly: two different tests are referred to as "churn" test and an annual flow test. Annual: "churn" test and an annual flow
ELECTRICAL	EMERGENCY LIGHTING		✓	✓		✓		✓		Documented	Full service & Operation check	Monthly: conduct power drop tests (Fish key). Conduct a short functional test. The duration of the test should be sufficient to ensure that the luminaire operates correctly, whilst minimising any damage to the system components, e.g. Lamps, Battery. Annual: full service and certified document.

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ELECTRICAL	FIXED WIRE INSPECTION								✓	Documented	Full service & Operation check	3 & 5 year: To be included in EICR Test or an EICR Report (Electrical Installation Condition Report) conducted by an external competent person.
ELECTRICAL	HEATED TOWEL RAIL		✓			✓		✓		Documented	Full service & Operation check	Weekly dusting to ensure maximum output. Service checks bi-annual for safety.
ELECTRICAL	LIGHTING - EXTERNAL	✓						✓	✓	Documented	Full service & Operation check	Daily visual checks test the light is working / check for exposed cables and damage. Annual service certified checks conducted by a competent person. 3 & 5 year: To be included in EICR Test or an EICR Report (Electrical Installation Condition Report)
ELECTRICAL	LIGHTING - INTERNAL		✓		✓			✓	✓	Documented	Full service & Operation check	Daily visual checks test the light is working / check for exposed cables and damage. Annual service certified checks conducted by a competent person. 3 & 5 year: To be included in EICR Test or an EICR Report (Electrical Installation Condition Report)
ELECTRICAL	LIGHTNING PROTECTION SYSTEM			✓		✓		✓		Visual / Documented	Full service & Operation check	Visual checks when premises highly exposed to lightning strikes. Bi Annual visual checks for storm damage or damage to the components. Annual: service checks documented, recommended that the annual check is completed every 11 months. This gradually builds up a full picture of the earthing system and allows for seasonal variation. Surge Protection: It is recommended to replace your surge protector every 3 to 5 years, or sooner if you notice any signs of damage or malfunction
ELECTRICAL	LV MAIN PANELS & DISTRIBUTION EQUIPMENT		✓					✓	✓	Visual / Documented	Full Service & Operation Check	Weekly visual inspection for broken parts and arrange replacements as needed Clean and lubricate all mechanical linkages. Inspect all breakers, remove all covers and arc extinguishing shields, inspect for damage, wear and deterioration, clean and lubricate as required. Check, clean and dress (if required) the main contacts, clean all covers and arc shields. Check security of all control wiring and associated fitted components, prove mechanical operations and reinstate covers and arc extinguishing shields. Carry out insulation test, phase to phase and phase to earth. Prove mechanical and electrical operation of the breaker by racking breaker to test position and carrying out injection test on electronic trip devices to prove operating characteristics against set points. Rack breaker to connect position and return breaker to service condition. Once maintenance has been completed, an Inspection and Test Certificate would be issued as completion and acceptance of work carried out.
ELECTRICAL	MAGNETIC LOCKS		✓	✓		✓		✓		Documented	Full service & Operation check	Weekly maintenance checks depending on intensity of use. Monthly checks, cleaning magnetic lock face with recommended cleaner, check alignment, engagement and components. DO NOT TOUCH LOCK FACE WITH HANDS Bi Annual & Annual service and operational checks in line with manufactures recommendation.
ELECTRICAL	MAIN PANEL & MCB BOARD INCLUDING ARC FAULT DETECTION DEVICES							✓	✓	Documented	Full service & Operation check	Annual: Circuit Breakers should be exercised at least once per year or as and when an apartment becomes void. 3 to 5 years: routine trip testing should be performed.  1 to 3 years: Low-voltage Circuit Breakers should be inspected and maintained, depending on their service and operating conditions.
ELECTRICAL	PLANT ROOM INSPECTION	✓		✓		✓		✓		Visual / Documented	Preventative Maintenance	Daily visual inspection to all areas, checking for faults, ingress and risk assess all areas.
ELECTRICAL	SECURITY ALARM			✓				✓		Documented	Full service & Operation check	Monthly checks depending on business risk assessments. Annual servicing of which will include checking sensors, control panel, keypad, speakers and batteries.
ELECTRICAL	SMOKE / HEAT DETECTION - APARTMENTS		✓		✓	✓	✓	✓		Documented	Full service & Operation check	Weekly alarms should be tested (by pressing the test button) to ensure the battery and the alarm work. Recommend to make this part of the tenancy conditions. Bi Annual Smoke alarms should be cleaned with a vacuum cleaner. This will remove any dust or particles that could prevent the smoke alarm from working properly. Quarterly service to achieve 100% annually documented and certified.
ELECTRICAL	SMOKE / HEAT DETECTION - SHARED AREAS		✓		✓	✓	✓	✓		Documented	Full service & Operation check	Weekly call point test - pressing the test button until the alarm sounds and document. (Good practice and follow own risk assessment requirements) Month: alarms should be tested (by pressing the test button) to ensure the battery and the alarm work and documented. Bi Annual: Smoke alarms should be cleaned with a vacuum cleaner. This will remove any dust or particles that could prevent the smoke alarm from working properly, documented. Quarterly service to achieve 100% annually documented and certified.
ELECTRICAL	SOUND SYSTEM			✓		✓		✓		Documented	Full service & Operation check	Clean daily following manufacturers guide. Recommended maintenance check list but not exhaustive: Remove & Clean projector filters. Reset Filter Meters. Check Projector Performance. Check Mounting Bracket & Fixings. Check all signal cables. Check all AV Connectors. Check & test all AV terminations. Check Picture alignment & Calibration where necessary. Bi Annual & annual: Rotate volume and tone controls to keep them lubricated. Annual check-up of your equipment from a sound contractor.
EXTERNAL	BALCONY					✓		✓		Documented	Preventative Maintenance	Bi Annual: Balcony and deck surfaces, should be cleaned to remove leaves and other debris and to prevent clogging and potential water build-up problems.

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EXTERNAL	BALUSTRADE - STAIRS / TERRACE / PODIUM			✓		✓		✓		Documented	Preventative Maintenance	Monthly, or more frequently depending on weather conditions. Stainless Steel balustrading must be cleaned regularly with an appropriate stainless steel cleaner, including safety checks. 6 & 12 months: All components should be checked as part of a preventative maintenance programme including safety checks.
EXTERNAL DOORS	DOOR COMPONENTS									Visual / Documented	Preventative Maintenance / compliance	Weekly - Monthly: from achieving Practical Completion, ensure door component are checked. Adjustments may be required due to building settlement. This is essential preventative maintenance and reduce call outs prior to occupation.  Quarterly: remove settlement dust with soft brush and lubricate moving parts with silicone based lubricant (PTFE based), this repels water. Manual mechanical adjustments tighten or slackening screws periodically. Visual check of door handle and operate to make sure it functions correctly including the key locking facility. Open and close the doors to check hook lock engagement. Spray moving parts of mechanism sparingly with silicon spray. Make sure the door opens and closes on the hinges smoothly and freely.  Annually: spring balances should only be completed by specialist window contractor for any necessary adjustments. Repeat the quarterly process and document, noting fire signage.
EXTERNAL DOORS	AUTOMATED / SWING DOORS	✓	✓	✓	✓	✓	✓	✓		Documented	Full service & Operation check	Daily: visual checks. Weekly maintenance and safety checks. Monthly: documented maintenance and safety checks by trained competent person/s. Quarterly: formal safety checks and maintenance by training / approved specialist Annual: full comprehensive service and operational checks by approved specialist.
EXTERNAL DOORS	DOOR FRAME SEALANT				✓	✓	✓	✓		Visual / Documented	Preventative Maintenance	Quarterly visual checks for damaged or deteriorating seals.  Bi Annual & annual documented checks to sealant integrity, signs of damage or degradation. The seals should be cleaned at the same time as cleaning the windows. Check O&M for cleaning product guide.
EXTERNAL DOORS	GLAZING			✓	✓	✓	✓	✓		Visual / Documented	Preventative Maintenance	Monthly - Quarterly: Clean door glazing with warm, soapy water or a non-abrasive cleaner. Window cleaning helps to keep the parts moving freely, and it ensures dirt doesn't build up on the glass or frames. Remember to rinse well.  Annual: Visual check for signs of any cracking chips and gaskets - to maintain warranty.
FINISH	SEALANT	✓			✓			✓		Visual / Maintenance	Preventative Maintenance	Daily wipe down after every use to prevent build up of soaps / mould. Do not use corrosive cleaner this can cause the sealant to swell and lose adhesion. Check manufacturers guide. Bi-annual / annual inspection of joints to prevent.
FIRE	AOV SMOKE VENT			✓		✓		✓		Documented	Full service & Operation check	Test in conjunction with fire strategy test for activation and manually reset. Monthly test using the manual controls. Bi Annual & Annual : full service checking functionality of detectors , AOV and fire alarm activation. Service required by a specialist smoke control contractor and maintenance certificates should be produced and kept in a maintenance log.  All actions must be recorded. Ensure you have the relevant system documentation e.g. log books and service schedules.
FIRE	DOOR ENTRY SYSTEM (FIRE ALARM LINKED)					✓		✓		Visual / Documented	Full service & Operation check	Weekly checks during fire alarm testing regime to include visual inspection, cleaning components, check power, software maintenance.  Be aware of the actions required in the event of a system failure. These failures must be dealt with immediately and a contingency plan put into place.  All actions must be recorded. Ensure you have the relevant system documentation e.g. log books and service schedules. 6 & 12 month service.

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FIRE	DROP SEALS		✓		✓	✓	✓	✓				<p><b>IMPORTANT UPDATE: FIRE SAFETY (ENGLAND) REGULATIONS 2022 TAKING AFFECT FROM 23 JANUARY 2023.</b>  <a href="https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10">https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10</a></p> <p>Door Sets fitted with drop seals into the lower edge of the door must be maintained in line with the fire door regulation 10</p> <p>The inquiry recommended (Recommendations 33.29 (a) and (b)) that the owner and manager of every residential building containing separate dwellings carry out an urgent inspection of all fire doors to ensure compliance with current legislative standards and that regular (no less than every three months) checks to be carried out to ensure all fire doors are fitted with an effective self closing device which is in working order.</p> <p>First Quarter from PC: Winvic require a copy of your FDA.  Weekly: operational and safety checks to ensure fire door is maintained and adjusted accordingly.  Quarterly: Update 23.01.2023. undertake Quarterly checks of all fire doors (including self closing devices) in the common parts.  Annual: Undertake, on a best endeavour basis, annual checks of all apartment entrance doors (including self closing devices) that lead onto a buildings common parts.</p> <p>All actions must be recorded on a fire door register. Ensure you have the relevant system documentation e.g. log books and service schedules.</p>
FIRE	FIRE ALARM PANEL INC CALL POINTS		✓		✓	✓	✓	✓		Documented	Full service & Operation check	<p>Weekly call point test - documented  Quarterly service to achieve 100% annually.  Inspections must be completed by a accredited specialist.</p> <p>All actions must be recorded. Ensure you have the relevant system documentation e.g. log books and service schedules.</p>
FIRE	FIRE DAMPERS			✓				✓		Documented	Full service & Operation check	<p>Regular preventative maintenance:  Verify proper access to test and maintain the damper. Check the actuator and tighten the linkage if required. Clean the damper blades as needed.</p> <p>A drop test is the second part. Manually release the damper so that the curtain or shutter can fall and seal off the duct.  It is a legal requirement to test fire dampers at regular intervals in accordance with fire safety in the design, management and use of buildings code of practice (BS:9999 2017), using a method known as 'drop testing.</p> <p>Annual: damper must be tested and inspected by competent persons  All actions must be recorded. Ensure you have the relevant system documentation e.g. log books and service schedules.</p>
FIRE	FIRE DOOR INC. IRONMONGERY		✓		✓	✓	✓	✓		Visual / Documented	Risk Assessment	<p><b>IMPORTANT UPDATE: FIRE SAFETY (ENGLAND) REGULATIONS 2022 TAKING AFFECT FROM 23 JANUARY 2023.</b>  <a href="https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10">https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10</a></p> <p><b>The inquiry recommended (Recommendations 33.29 (a) and (b)) that the owner and manager of every residential building containing separate dwellings carry out an urgent inspection of all fire doors to ensure compliance with current legislative standards and that regular (no less than every three months) checks to be carried out to ensure all fire doors are fitted with an effective self closing device which is in working order.</b></p> <p>First Quarter from PC: Winvic require a copy of your FDA.  Weekly: operational and safety checks to ensure fire door is maintained and adjusted accordingly.  Quarterly: Update 23.01.2023. undertake Quarterly checks of all fire doors (including self closing devices) in the common parts.  Annual: Undertake, on a best endeavour basis, annual checks of all apartment entrance doors (including self closing devices) that lead onto a buildings common parts.</p> <p>All actions must be recorded on a fire door register. Ensure you have the relevant system documentation e.g. log books and service schedules.</p>
FIRE	FIRE ESCAPE STAIRS	✓		✓				✓		Visual / Documented	Risk Assessment	<p>Daily visual checks for obstructions and clear route.  Monthly maintenance checks.  Annual full risk assessment.</p> <p>All actions must be recorded. Ensure you have the relevant system documentation e.g. log books and service schedules.</p>

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FIRE	FIRE SIGNAGE ILLUMINATED	✓	✓	✓				✓		Documented	Full service & Operation check	Daily: visual checks for damage. Weekly: visual checks, damage, conduct push test for 30 seconds, check lamps are illuminated in the correct direction. Monthly maintenance log / testing / check for lamp replacement / PC Board voltage / check and clean battery terminals by competent persons. Annual document & certified checks.  All actions must be recorded. Ensure you have the relevant system documentation e.g. log books and service schedules.
FIRE	FIRE STOPPING				✓			✓		Documented	Risk Assessment	First Quarter from PC: Winvic require a copy of your FRA. Penetrations compromising fire stopping thereafter will be logged as customer adaptations and client/customer will be responsible to action any breaches and document. Annual: checks must be completed by a competent person. Please note it is imperative that should you complete any alterations / additions to the building that require penetrations through the fire compartmentation walls, fire stopping must be followed up and certified.  All actions must be recorded. Ensure you have the relevant system documentation e.g. log books and service schedules.
FIRE	FRA FIRE RISK ASSESSMENT				✓			✓		Documented	Risk Assessment	First Quarter from Practical Completion: Winvic require a copy of your FRA. Annual: checks must be completed by a competent person.  All actions must be recorded. Ensure you have the relevant system documentation e.g. log books and service schedules.
FIRE	RISER DOORS		✓		✓	✓	✓	✓		Visual / Documented	Risk Assessment	IMPORTANT UPDATE: FIRE SAFETY (ENGLAND) REGULATIONS 2022 TAKING AFFECT FROM 23 JANUARY 2023. <a href="https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10">https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10</a>  The inquiry recommended (Recommendations 33.29 (a) and (b)) that the owner and manager of every residential building containing separate dwellings carry out an urgent inspection of all fire doors to ensure compliance with current legislative standards and that regular (no less than every three months) checks to be carried out to ensure all fire doors are fitted with an effective self closing device which is in working order.  First Quarter from PC: Winvic require a copy of your FDA. Weekly: operational and safety checks to ensure fire door is maintained and adjusted accordingly. Quarterly: Update 23.01.2023. undertake Quarterly checks of all fire doors (including self closing devices) in the common parts. Annual: Undertake, on a best endeavour basis, annual checks of all apartment entrance doors (including self closing devices) that lead onto a buildings common parts.  All actions must be recorded on a fire door register. Ensure you have the relevant system documentation e.g. log books and service schedules.
FIXTURES	BLINDS - ROLLER			✓	✓	✓	✓	✓		Maintenance	Preventative Maintenance	Monthly: vacuum to prevent dust build up and prevent components seizing with build up. Quarterly: visual checks for mis-use. It is mandatory that every blind is operated in a smooth, flowing and controlled manner. Cleaning & stains: follow manufacturers guide in the O&Ms.
FIXTURES	POST BOXES LOCKS					✓		✓		Maintenance	Preventative Maintenance	Bi Annual: lubricate 1-2 times a year to avoid general wear and jarring sounds using a lock spray recommended by manufacturer.
FIXTURES	POST BOXES POWDER COATED				✓	✓	✓	✓		Maintenance	Preventative Maintenance	Quarterly: clean using a wet soapy cloth . Failure to clean your mailbox regularly may lead to corrosive attacks that can tarnish the overall look of the mailbox. Check manufacturers guide for cleaning product.
FIXTURES	POST BOXES STAINLESS STEEL				✓	✓	✓	✓		Maintenance	Preventative Maintenance	Quarterly: surface of stainless steel should be cleaned on a regular basis and additionally wiped with an acid-free oil at least 3-4 times a year.
FIXTURES	PROJECTORS / AUTOLIFT			✓	✓	✓	✓	✓		Visual / Documented	Preventative Maintenance	MAINTENANCE AND ADJUSTMENTS - recommended to be checked by specialist engineer for regular maintenance. The frequency of maintenance will depend on frequency of usage. Inspect the lift occasionally for any looseness of bolts, check cables and clamps. Pillow block bearings are pre-lubricated and motor does not need attention. For projectors mounted within the ceiling and lowered to a viewing position, level adjustments must be made at the viewing level. Level corrections are to be made (with projector mounted). Position a level across the front of the projector. Fine alignment , Track up and down until satisfactory alignment is achieved. After adjustments are completed, check all bolts and clamps for tightness. Check drum lock solenoid occasionally. Check the centrifugal cam located on the drum stop block. All scissor bolts are adjusted for no slack, but must not be too tight.
FLOORING	CARPETS INCL STAIRS AND ANTISLIP NOSINGS	✓	✓					✓		Maintenance	Preventative Maintenance	Daily: remove spot stains. Weekly: vacuum to prevent debris embedding. Annual: deep clean use manufacturers guide for recommended products.

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FLOORING	LAMINATE FLOOR	✓	✓					✓		Maintenance	Preventative Maintenance	Daily: spot clean stains / spillage, sweep regularly / vacuum with soft brush. Failure to do so could result in scratches and marks to the finish. Avoid abrasive chemicals. Do not drench the floor with water - over mopping will cause seams and edges to weaken the glue bond causing edges to lift/curl. Do not steam mop. Periodic maintenance: frequency dependant cleaning guide with manufacturers recommended product and method.
FLOORING	VINYL FLOORING	✓	✓					✓		Maintenance	Preventative Maintenance	Daily: spot clean stains / spillage, sweep regularly / vacuum with soft brush. Failure to do so could result in scratches and marks to the finish. Avoid abrasive chemicals. Do not drench the floor with water - over mopping will cause seams and edges to weaken the glue bond causing edges to lift/curl. Do not steam mop. Periodic maintenance: frequency dependant cleaning guide with manufacturers recommended product and method.
FURNITURE	FURNISHINGS	✓	✓					✓		Maintenance	Preventative Maintenance	Daily remove spot stains following manufacturers guide. Do not use products that will cause fabric to discolour. Routine cleaning follow manufacturers guide.
GROUND	ACO DRAINAGE			✓	✓	✓	✓	✓		Visual / Maintenance	Preventative Maintenance	Monthly inspections for removal of debris which accumulates over a period of time. Ensuring maintenance is not neglected, it not only helps to keep the original hydraulic capacity of the system, but it also ensures safety for pedestrians and vehicular traffic. Through the prevention of flooding.  While inspections should be a regular occurrence regardless of weather, something which is often overlooked is the need for additional cleaning of channels following heavy storms, as the risk of excess silt building up increases. This is especially problematic if the rainfall has followed periods of dry weather. Increase cleaning during winter months to prevent flooding Annual full inspection and flush through all channels.
GROUND	BIKE STANDS / SHELTERS		✓		✓	✓	✓	✓		Visual / Maintenance	Preventative Maintenance	Weekly clean. Quarterly checks for loose components and complete necessary maintenance. Annual full maintenance check to all components.
GROUND	BLOCK PAVING		✓		✓	✓	✓	✓	✓	Visual / Maintenance	Preventative Maintenance	Clean, hose and sweep regularly, apply a biodegradable paving cleaning product that does not require the use of a pressure washer. Avoid jet washing this can damage the surface. Quarterly: from Practical Completion check sanding joints and top up where necessary, required due to settlement. Annual: check jointing sand and reinstate where necessary. 2 years: block paving sealant required.
GROUND	CONCRETE DECKING				✓	✓	✓	✓	✓	Visual / Maintenance	Preventative Maintenance	Regular cleaning using manufacturers recommended cleaning product. Recommended to protect concrete to clean and seal following manufactures guidelines
GROUND	DRAINAGE			✓		✓		✓		Visual / Maintenance	Preventative Maintenance	Monthly: check drainage inspection chambers. Recommend a drain maintenance service to reduce the risk of blockages.
GROUND	RESIN PAVING				✓	✓	✓	✓		Visual / Maintenance	Preventative Maintenance	Remove leaves, detritus materials, sand soil and such like materials to prevent moss growth to resin-bound paving, it can be swept clean with a stiff brush. Hosing the resin surface down with clean water will also clean the paving. Please follow manufacturers guide on type of hose/jet. Should moss or Algae affect the area follow the manufacturers instructions to remove and prevent regrowth. Any spillages should be cleaned immediately and flushed with water. Any oil spillages can usually be washed away by rainfall; however, this doesn't always occur regularly. You can also wash away oil or grease using a mixture of warm water and a mild household detergent. Do not use metal tools to clean or clear snow. note heavy goods vehicles should not be permitted to park on this area. Use protection for skips or deliveries. Avoid sharp points of pressure i.e. Motorcycle stands. Do not drag heavy objects. Spillages of solvents should be avoided as they will soften and damage the resin.
INSPECTION	HANDRAILS & STAIRS	✓		✓				✓		Visual / Documented	Preventative Maintenance	Daily checks for potential trip hazards, obstructions and maintenance requirements. Monthly maintenance checks for loose components. Annual documented risk assessment and maintenance requirements.
INTERNAL/EXTERNAL	GENERATORS		✓			✓		✓		Visual / Documented	Preventative Maintenance	Weekly: run generator for approximately 20 minutes per week and complete visual checks. Bi Annual & Annual: serviced by a professional to include oil & filters changed.
JOINERY	DOOR INTUMESCENT SEALS				✓	✓	✓	✓		Visual / Documented	Preventative Maintenance / Compliance	IMPORTANT UPDATE: FIRE SAFETY (ENGLAND) REGULATIONS 2022 TAKING AFFECT FROM 23 JANUARY 2023. <a href="https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10">https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10</a>  Seals to be insepcted monthly for the first year of operation and thereafter quarterly intervals. Worn or damaged intumescent seals must be replaced with seals of an identical brand / type.  Note: High pressure seals should not be replaced with low pressure seals and vice versa.

Trade	Maintained/Service Type	Daily	Weekly	Monthly	3 Monthly	6 Monthly	9 monthly	12 Monthly	2 - 5 Yearly	Type	Requirements	Guidance Notes
JOINERY	DOOR SMOKE SEALS				✓	✓	✓	✓		Visual / Documented	Preventative Maintenance / Compliance	<p>IMPORTANT UPDATE: FIRE SAFETY (ENGLAND) REGULATIONS 2022 TAKING AFFECT FROM 23 JANUARY 2023.  <a href="https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10">https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10</a></p> <p>smoke seals should be inspected monthly for the first year of operation and thereafter quarterly intervals.  Worn or damaged smoke seals should be replaced with similar seals.</p> <p>Note: doorsets receiving replacement smoke seals must be tested and eased as necessary to ensure the seals do not interfere with the operation of the doors. The doors must close and latch from any angle position under closer force only. Always refer to O&amp;M guide and regulations.</p>
JOINERY	DOORS LAMINATE FACED				✓	✓	✓	✓		Visual	Preventative Maintenance	Clean and as when necessary using warm soapy water, damp microfibre cloth.
JOINERY	DOORS VANEERED				✓	✓	✓	✓		Visual	Preventative Maintenance	Polish occasionally as required using a standard furniture polish. Every 5 years refurbish veneered doors and polished frames. Following O&M / manufacturers guide.
JOINERY	DOORSET PAINT GRADE				✓	✓	✓	✓		Visual	Preventative Maintenance	Clean as necessary with warm soapy water, damp microfibre cloth. Repaint at approximately 5 year intervals following the paint manufacturer's instructions.
JOINERY	DROP SEALS			✓	✓	✓	✓	✓				<p>IMPORTANT UPDATE: FIRE SAFETY (ENGLAND) REGULATIONS 2022 TAKING AFFECT FROM 23 JANUARY 2023.  <a href="https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10">https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10</a></p> <p>Door Sets fitted with drop seals into the lower edge of the door must be maintained in line with the fire door regulation 10.</p> <p>The inquiry recommended (Recommendations 33.29 (a) and (b)) that the owner and manager of every residential building containing separate dwellings carry out an urgent inspection of all fire doors to ensure compliance with current legislative standards and that regular (no less than every three months) checks to be carried out to ensure all fire doors are fitted with an effective self closing device which is in working order.</p> <p>First Quarter from PC: Winvic require a copy of your FDA.  Weekly: operational and safety checks to ensure fire door is maintained and adjusted accordingly.  Quarterly: Update 23.01.2023. undertake Quarterly checks of all fire doors (including self closing devices) in the common parts.  Annual: Undertake, on a best endeavour basis, annual checks of all apartment entrance doors (including self closing devices) that lead onto a buildings common parts.</p> <p>All actions must be recorded on a fire door register. Ensure you have the relevant system documentation e.g. log books and service schedules.</p>
JOINERY	FIRE DOOR INC. IRONMONGERY		✓		✓	✓	✓	✓		Visual / Documented	Risk Assessment	<p>IMPORTANT UPDATE: FIRE SAFETY (ENGLAND) REGULATIONS 2022 TAKING AFFECT FROM 23 JANUARY 2023.  <a href="https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10">https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10</a></p> <p>The inquiry recommended (Recommendations 33.29 (a) and (b)) that the owner and manager of every residential building containing separate dwellings carry out an urgent inspection of all fire doors to ensure compliance with current legislative standards and that regular (no less than every three months) checks to be carried out to ensure all fire doors are fitted with an effective self closing device which is in working order.</p> <p>First Quarter from PC: Winvic require a copy of your FDA.  Weekly: operational and safety checks to ensure fire door is maintained and adjusted accordingly.  Quarterly: Update 23.01.2023. undertake Quarterly checks of all fire doors (including self closing devices) in the common parts.  Annual: Undertake, on a best endeavour basis, annual checks of all apartment entrance doors (including self closing devices) that lead onto a buildings common parts.</p> <p>All actions must be recorded on a fire door register. Ensure you have the relevant system documentation e.g. log books and service schedules.</p>



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JOINERY	RISER DOORS		✓		✓	✓	✓	✓		Visual / Documented	Risk Assessment	<p><b>IMPORTANT UPDATE: FIRE SAFETY (ENGLAND) REGULATIONS 2022 TAKING AFFECT FROM 23 JANUARY 2023.</b>  <a href="https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10">https://www.gov.uk/government/publications/fire-safety-england-regulations-2022/fact-sheet-fire-doors-regulation-10</a></p> <p>The inquiry recommended (Recommendations 33.29 (a) and (b)) that the owner and manager of every residential building containing separate dwellings carry out an urgent inspection of all fire doors to ensure compliance with current legislative standards and that regular (no less than every three months) checks to be carried out to ensure all fire doors are fitted with an effective self closing device which is in working order.</p> <p>First Quarter from PC: Winvic require a copy of your FDA.  Weekly: operational and safety checks to ensure fire door is maintained and adjusted accordingly.  Quarterly: Update 23.01.2023. undertake Quarterly checks of all fire doors (including self closing devices) in the common parts.  Annual: Undertake, on a best endeavour basis, annual checks of all apartment entrance doors (including self closing devices) that lead onto a buildings common parts.</p> <p>All actions must be recorded on a fire door register. Ensure you have the relevant system documentation e.g. log books and service schedules.</p>
LANDSCAPE	SOFT LANDSCAPE	✓			✓			✓		Visual / Maintenance	Check contractual requirements	Maintenance frequencies will be complete for a 24-month period after PC by Winvic's appointed contractor. Building Management will be responsible to check and water daily as and when required during dry spells.
LIFT	LIFT				✓	✓	✓	✓		Documented	Full service & Operation check	Conducted by lift contractor and documented online portal. Ensure New Owner document is complete. Year 1 is covered under warranty for 4 service visits. Year 2 and ongoing years, will require customer to employ an approved lift service contractor to complete statutory service visits and certification.
Lift	LIFT LOLER REGULATIONS				✓			✓		Documented	Full service & Operation check	6 monthly thorough examination conducted by customer's own insurers.
LIFT	STAIR RISER INCLINED WHEELCHAIR		✓		✓	✓		✓		Documented	Full service & Operation check	Daily: Visual checks. Master power switch on, remove obstructions from safety edges, is the platform parked correctly. Monthly: Full function test, power switch, look for any damaged components, remove obstructions. Bi Annual: Service conducted by lift contractor and documented. Ensure New Owner document is complete.
MECHANICAL	AIR CONDITIONING SYSTEM			✓		✓	✓	✓	✓	Documented	Full service & Operation check	Monthly: complete preventative maintenance checks. Routinely replace or clean its filters. Clogged, dirty filters reduce the amount of airflow and significantly reduce a system's efficiency. Condenser must be cleaned and debris removed. Check refrigerant levels and adjust accordingly, check the drain pan, check fan and motor etc...  Quarterly: full certified service by a specialist.  2-5 years: where output is more than 12kw an inspection is required by Energy Assessor no more than five years apart.
MECHANICAL	AIR CURTAIN				✓	✓	✓	✓		Documented	Full service & Operation check	Quarterly: clean the filters, it protects the interior components (heat exchanger, fans, electronics, etc.) from dust and particles.
MECHANICAL	ATTENUATION TANK			✓		✓		✓	✓	Documented	Preventative Maintenance	Monthly for the first 3 months: inspection identify any areas not operating correctly bi annual there after. Inspect for sediment and debris in pre-treatment, components gullies, sump units and catch pits. Monitor flow control manhole to ensure emptying is occurring (little to no water should be present after consecutive days of dry weather). Remove litter and debris from all sump units, (gullies, channel drains and catch pits), access chambers and pre-treatment devices. Ensure that ventilation pipework is free from obstructions and blockages. If jetting through the attenuation tank is required, this must be done following jet vac clearance of sump manholes. This is not an exhaustive list of service requirement and you will need to check Attenuation planning guide.  Annual: inspect all inlets, outlets and vents and check operation - document.  5 yearly: CCTV survey inside tank for sediment build up. Jet Flush following manufacturers guide.
MECHANICAL	BATHROOM POD	✓	✓		✓	✓	✓	✓		Visual / Maintenance	Preventative Maintenance	Daily - Weekly clean with recommended cleaner. Do not use corrosive products. In hard water areas deep clean weekly to prevent lime scale build up. Quarterly checks for preventative maintenance.
MECHANICAL	BOOSTER PUMP SET COLD WATER			✓	✓	✓	✓	✓		Documented	Full service & Operation check	Monthly: visual checks. Quarterly: Service to be carried as recommended by the manufacturer. Visual checks & required lubrication, check for signs of leaks & damage.  Annually: Service to be carried as recommended by the manufacturer.
MECHANICAL	CHP COMBINED HEAT AND POWER				✓	✓	✓	✓		Documented	Full Service & Operation Check	CHP operates parallel to a boiler. Advisory to have 24/7 monitoring via control centre. Remote performance monitoring and fault diagnosis. Routine servicing determined by hours in Service per day.

Trade	Maintained/Service Type	Daily	Weekly	Monthly	3 Monthly	6 Monthly	9 monthly	12 Monthly	2 - 5 Yearly	Type	Requirements	Guidance Notes
MECHANICAL	COLD WATER STORAGE TANKS		✓			✓		✓		Visual / Documented	Full service & Operation check	Weekly: visual checks for potential leaks or damage.  Bi Annual: monitor for condition and temperature - Bacteria sampling.  Annual: Inspect and ascertain the effectiveness of all operational parts; ball valve, level switches, immersion heaters, temperature sensors and contents gauges. Inspect and ascertain the cleanliness of the tank. If the supply is not filtered, sediment will be drawn in via the inlet main and will collect within the tank. This should be removed by using the washout facility (or by sump pump). Inspect the tank externally for any sign of dampness around its base. This is not an exhaustive list of requirements for service and maintenance inspections. Please see Legionella testing requirements.
MECHANICAL	DRY RISERS					✓		✓		Documented	Full service & Operation check	Bi Annual & Annual pressure test carried out and check components i.e. washers, straps, padlocks, etc..
MECHANICAL	EXPANSION VESSEL				✓	✓	✓	✓		Documented	Full service & Operation check	Quarterly: pressure check. Having the incorrect air pressure in the vessel can lead to leaks, damage and wear to components.
MECHANICAL	EXTRACTOR FANS			✓		✓		✓		Maintenance	Preventative Maintenance	Bi-annual: manufacturer states impellor and fan should be checked and cleaned with vacuum cleaner and soft brush.  Annually: manufacturer states fan casing and fixings should be checked and impellor fixing to shaft checked and secured. Balancing / operational certificates.
MECHANICAL	GAS BOILER HEATING & HOT WATER		✓			✓		✓		Visual / Documented	Full service & Operation check	Weekly visual checks to main gas plant by trained competent person/s. Bi Annual checks to be completed by trained competent person/s. Annual: full service CP12 Landlords Gas Safety certificate.
MECHANICAL	GAS PLANT INSURANCE INSPECTION					✓				Documented	Full service & Operation check	To be conducted by insurance company and formal report.
MECHANICAL	HOT WATER UNVENTED							✓	✓	Documented	Full service & Operation check	Annually: Visual check for signs of damage/leak, clean down heater with warm water. Service the cylinder recommended, and that in most instances it will be a condition of the manufacturers' warranty that an unvented cylinder is appropriately serviced, on a regular basis as advised by the manufacturer, by a competent Service Engineer or provider.
MECHANICAL	MVHR MECHANICAL VENTILATION HEAT RECOVERY			✓		✓		✓		Documented	Full service & Operation check	Monthly: check filters clean build up of dust/debris. Regularly and properly cleaned, tested and to ensure free of anything that may contaminate the air.  6 month checks: partial service to clean filters, heat exchanger, motors, fastenings and condensate drain. Please ensure you follow the manufacturers guide on periodic maintenance.  Annual service required to check motor and components.  Please note, failure to complete 6 & 12 monthly service checks could result in costly manufacturer calls out i.e. dried out condenser trap.
MECHANICAL	PIPEWORK HOT AND COLD SUPPLY		✓					✓		Visual / Maintenance	Full service & Operation check	Regular visual checks recommended to check for leaks or damage. annual preventative maintenance is recommended.
MECHANICAL	PLANT AND EQUIPMENT	✓		✓				✓		Visual / Maintenance	Full service & Operation check	Complete visual and mechanical checks to all plant and equipment.
MECHANICAL	RAINWATER (RWP)				✓	✓	✓	✓		Visual / Maintenance	Full service & Operation check	Complete visual checks to joints and components for preventative maintenance.
MECHANICAL	SHOWER SCREEN				✓	✓	✓	✓		Maintenance	Preventative Maintenance	Annual: Check all fixings and fittings and tighten if necessary. Check sealant for deterioration DO NOT use bleach, scouring powders, solvents or other aggressive cleaning agents. To clean, use warm soapy water and a clean cloth and rinse off. DO NOT apply weight or pressure to the bath screen. DO NOT swing the bath screen violently. When folding the bath screen after use, fold it into the bath to prevent drips.
MECHANICAL	SHOWER, TOILET AND WHB	✓	✓		✓	✓	✓	✓		Visual / Maintenance	Preventative Maintenance	Daily - Weekly routine clean. In hard water areas deep clean weekly to prevent lime scale build up. Quarterly checks for preventative maintenance
MECHANICAL	SINK KITCHEN OR CLEANERS AREA	✓	✓	✓						Visual / Maintenance	Preventative Maintenance	Weekly checks on waste / bottle trap - preventative maintenance to remove debris. Monthly: deep clean. Spot cleaning using manufacturer cleaning product guide.
MECHANICAL	SOIL & VENT PIPE (SVP)			✓	✓	✓	✓	✓		Visual / Maintenance	Preventative Maintenance	Monthly: from initial handover complete visual checks to inspection chambers. Quarterly: preventative maintenance - check main drain inspection chamber for potential blockages and document.
MECHANICAL	TAP - EXTERNAL		✓		✓	✓	✓	✓		Visual / Maintenance	Preventative Maintenance	Weekly visual checks for potential signs of leaks, ensure external taps are isolated during freezing weather conditions. Quarterly checks to ensure tap head does not cease.
MECHANICAL	WET RISERS					✓		✓		Visual / Documented	Full service & Operation check	Bi Annual visual inspection.  Annual wet test carried out to 12 bar for 15 minutes.

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PV	PV / SOLAR			✓		✓		✓		Visual / Documented	Full service & Operation check	Monthly visual checks for damage and vermin. Bi Annual: cleaning to maintain maximum output. Clean dust on heat sink will help the inverter to dissipate the heat and increase its life time. Dust can be removed with a soft brush. Annual: service certified.
ROOFING	CAP PRESSINGS POWDER COATED ALUMINIUM				✓	✓	✓	✓		Visual / Maintenance	Preventative Maintenance	Quarterly or after extreme weather conditions clean and maintenance, depending on geographical location of building i.e. marine, industrial etc.. See notes on O&Ms for a more comprehensive list. Check O&Ms for method of cleaning and solution required to maintain.
ROOFING	FLAT ROOF - HOT MELT						✓		✓	Visual / Documented	Preventative Maintenance	Routine maintenance to plant or the building fabric, the flat roofing system must be protected against damage caused by spillage of solvents, oil, fuels etc and sharp objects such as nails, fixings, trims, glazing panels. The roof must not be used as a storage area. Check waterproofing to any roof light kerbs. Checks roof outlets are functioning and gratings are not blocked. Full list of requirements and areas check O&Ms.  Bi Annual - Annual or after extreme weather conditions complete roof inspection and photograph and document.
ROOFING	MANSAFE SYSTEM				✓	✓	✓	✓		Visual / Documented	Full service & Operation check	Quarterly or after use: inspection to the system regularly to spot any abnormalities. Vegetation growing around the system can also prevent users from travelling freely, so regular roof maintenance is required to maintain safe Work at Height. WAHSA recommends every 3 months and pre-use checks by competent person at set periods and documented. Bi Annual and Annual compliance & certified service.
ROOFING	ROOF				✓	✓	✓	✓		Visual / Documented	Preventative Maintenance	Quarterly visual / documented inspection / maintenance required to check for plantation growth or signs of damage. Annual roof inspection by competent persons and document to maintain warranty.
SPRINKLER	SPRINKLER SYSTEM	✓	✓	✓	✓	✓	✓	✓		Visual / Documented	Full service & Operation check	Daily: visual checks during routine checks. Weekly: Record all water and air pressure gauges, water levels, correct position of all stop valves, water flow alarm test (gong/bell) for 30 seconds and record results, automatic pump start test, trace heating system/s, connection to the fire and rescue service or remote central station.  Monthly: Sprinkler tanks and batteries should be checked and documented.  Quarterly: hazard and cleaning regimes / review includes but not exhaustive, sprinkler heads, multiple controls and sprayers, pipework and supports checked for corrosion, tape wrappings on pipes, earthing connections, water supplies, electrical supplies, stop valves flow alarms, and pressure switches. the spares held onsite should also be checked and replenished, including sprinkler heads and sprinkler spanners, plus any other spares required for valves, flow metres and pumps. Inspections must be undertaken by an independent third party.
WATER	LEGIONELLA TESTING		✓							Documented	Risk Assessment	Appoint trained responsible person/s to maintain documented records, please see Duty Holders Legionnaires Disease Guide and approved code of practice. <a href="https://www.hse.gov.uk/pubns/indg458.htm">https://www.hse.gov.uk/pubns/indg458.htm</a> & <a href="https://www.hse.gov.uk/pubns/books/l8.htm">https://www.hse.gov.uk/pubns/books/l8.htm</a>  Weekly: From Practical Completion it is recommended that weekly water run offs to all empty plots are completed and documented, it is essential to follow Duty Holders guidance.  Temperature checks to stored water - see cold water storage tank requirements.
STATUTORY	PAT TESTING PORTABLE APPLIANCE TESTING							✓		Documented	Full service & Operation check	Portable appliances required PAT testing for safety including a series of visual and electronic tests.
WINDOWS	WINDOW COMPONENTS									Visual / Documented	Preventative Maintenance	Monthly: from achieving Practical Completion, ensure components are checked to empty apartments, especially during winter months. Adjustments may be required due to building settlement. This is essential preventative maintenance and reduce call outs prior to occupation.  Where necessary remove heavy settlement dust with soft brush and lubricate moving parts with silicone-based lubricant (PTFE based), this repels water.  Biannual: remove settlement dust with soft brush and lubricate moving parts with silicone-based lubricant (PTFE based), this repels water. Manual mechanical adjustments tighten or slackening screws periodically. Check window handle and operate to make sure it functions correctly including the key locking facility. Spray moving parts of mechanism sparingly with silicon spray.  Annually: overhaul windows and complete any necessary adjustments, by completing a quarterly process will reduce annual attendance.
WINDOWS	WINDOW FRAME SEALANT				✓	✓	✓	✓		Visual / Documented	Preventative Maintenance	Quarterly visual checks for damaged or deteriorating seals, during cleaning process.  Bi Annual & annual documented checks to sealant integrity, signs of damage or degradation. The seals should be cleaned at the same time as cleaning the windows. Check O&M for cleaning product guide.

Trade	Maintained/Service Type	Daily	Weekly	Monthly	3 Monthly	6 Monthly	9 monthly	12 Monthly	2 - 5 Yearly	Type	Requirements	Guidance Notes
WINDOWS	GLAZING				✓	✓	✓	✓		Visual / Documented	Preventative Maintenance	Quarterly - Biannual: Clean glazed windows with warm, soapy water or a non-abrasive cleaner. Window cleaning helps to keep the parts moving freely, and it ensures dirt doesn't build up on the glass or frames. Remember to rinse well.  Annual: Visual check for signs of any cracking chips and gaskets - to maintain warranty.
WINDOWS & EXTERNAL DOORS	CURTAIN WALL					✓		✓		Documented	Preventative Maintenance	Routine inspection: to include gaskets, sealants, system joints, framing components, insulation and panels.
MECHANICAL	AIR HANDLING SYSTEM (External)			✓	✓	✓	✓	✓				Monthly: Check protection screen mesh on inlet louvres and hoods. Clean if necessary  After 3 month of operation: inspect coil tube surfaces for pantination, brush off any lose debris.  Quarterly: Always check manufactures guide and routine maintenance to be performed by Qualified / Trained compentent person/s. Example of service but not exhaustive: check casing for damage and access panels in correct fit/operation / check/replace access door gaskets / filters / pressure etc....
MECHANICAL	DISTRICT HEATING (HEAT NETWORKS)											What is district heating: A central plant supplies thermal energy to several final customers in more than one building
LANDSCAPE	GREEN ROOF		✓	✓		✓		✓		Visual	Preventative Maintenance	2 Week period without rain: monitor signs of wilting or drooping leaves, water all areas evenly and check the following day. 3 Week period without rain: water wild flowers every evening, Sedum roofs look for signs of stress on plants water with guidance from the O&M manual. Do not overwater Sedum roofs. 4 Week period without rain: essential to check all areas for signs of stress on plants. If there are signs of stress water evenly all areas but do not over water. Repeat every 2-3 days.  Controlling weeds and tree seedlings remove by hand as and when spotted.  Green roofs are self-regulating, however, all gardens need a pruning. Different seasons, changes in the weather along with other environmental factors can all take their toll. you'll have to step in every now and again to give your green roof a helping hand. refer to the Landscape O&M manual for guidance.  The most important thing is to ensure that you don't overwater your green roof. This can cause extra stress on the membrane which in very rare circumstances eventually lead to leaks and breakages.  Walking over your vegetation can lead to plant loss over time, so if you find yourself spending time on the roof for anything more than the necessary maintenance, this might be the cause of your plant loss.
MANSAFE	Latchway system (Man-safe) cable around perimeter roof.				✓	✓	✓	✓		Documented	Full service & Operation check	A horizontal safety line designed to keep people safe whilst working at a height. The word 'mansafe' is often used to describe different equipment such as eyebolts, guardrails, or ladders.  Annual inspection for integrity and compliance (Work at Height Regulation)  NOTE: interim inspection might be needed between detailed inspection where risk assessment has identified a hazard. Periodic inspections must only be carried out by a competent person.
MECHANICAL	EXPANSION VESSEL (FLUSHING)		✓	✓		✓		✓		Visual / Documented	Full service & Operation check	Bi-Annual: flusing required in line with Legionella guidelines HSG 274.  Weekly-Monthly inspections to check the outward condition of the vessel for damage or corrosion.
MECHANICAL	HEATING: RADIATOR		✓		✓					Documented	Full service & Operation check	1. Surfaces: remove any dust build up from back or hidden surfaces - weekly - 3 monthly 2. Bi Annual service checks for safety. 3. Check radiator is fully vented of air. 4. Valves check for leaks. 5. Cables (electric heaters) check for signs of damage / deterioration. 6. Mountings: check security or mounting brackets.
MECHANICAL	HEATING: RADIATOR VALVES							✓		Documented	Full service & Operation check	Check air temperature calibration against surface temperature of heat emitter.
MECHANICAL	HEAT RECOVERY UNIT							✓		Documented	Full service & Operation check	1. Dampers: check blades move freely 2. Heating / cooling coils - check if dirty and carefully wash down affected areas with a mild detergent solution and soft brush. Rinse with clean water. A compressed air line may be used to blow out any solids between the fins.
MECHANICAL	HEAT RECOVERY UNIT DRAIN LINES				✓			✓		Documented	Full service & Operation check	Drain lines & drip trays - check for obstructions and for free draining. 6 monthly drain pans, clean and flush.
MECHANICAL	HEAT RECOVERY UNIT CONDENSATE PUMP				✓			✓		Documented	Full service & Operation check	Check reservoir and if necessary clean with warm soapy water. Essential: after any maintenance work carry out an operational test as detailed in Manufacturers literature.

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SPRINKLER	SYSTEM CHECK		✓							Documented	Operation check	The following shall be checked and recorded: 1. All water and air pressure gauge readings on installation, trunk mains and pressure tanks. 2. All water levels in elevated private reservoirs, rivers, canals, lakes, water storage tanks (including pump priming water tanks and pressure tanks). 3. main stop valves are in the correct position.
SPRINKLER	WATER MOTOR ALARM TEST		✓							Documented	Operational check	Each water motor alarm shall be sounded for no less than 30 s.
SPRINKLER	AUTOMATIC PUMP STARTING ELECTRIC MOTOR		✓							Documented	Operational check	Tests automatic pumps and include the following: a) Water pressure on the starting device is reduced to simulate the condition of automatic starting. b) When the pump starts, the starting pressure is checked and recorded.
SPRINKLER	TRACE HEATING & LOCALISED HEATING SYSTEM		✓	✓						Documented	Operational check	Heating systems to prevent freezing in the sprinkler system are checked for correct function. Weekly system batteries, The electrolyte level and density of all lead acid cells are checked. If the density is low the battery charger is checked and if this is working normally, the battery or batteries affected are replaced.
SPRINKLER	CONTROLS & SPRAYERS				✓					Documented	Operational check	Sprinklers, multiple controls and sprayers affected by deposits (other than paint) are carefully cleaned. Painted or distorted sprinkler heads, multiple controls or sprayers are replaced. Any petroleum jelly coatings are checked. Where necessary the existing coatings are removed and the sprinklers, multiple controls or sprayers are coated twice with petroleum jelly (in the case of glass bulb sprinklers to the sprinkler body and yoke only). Particular attention is paid to sprinklers in spray booths, where more frequent cleaning and/or protective measures may be necessary.
SPRINKLER	PIPEWORK & SUPPORTS				✓					Documented	Operation check	Pipework and hangers are checked for corrosion and painted as necessary. Bitumen-based paint on pipework, including the threaded ends of galvanized pipework and hangers, are renewed as necessary. Tape wrapping on pipes are repaired as necessary. The pipework is checked for electrical earthing connections. Sprinkler pipework are not used for earthing electrical equipment and any earthing connections from electrical equipment are removed and alternative arrangements made
SPRINKLER	WATER SUPPLY & ALARMS				✓					Documented	Operation check	Each water supply is tested with each control valve set in the system. The pump(s), if fitted, in the supply start automatically and the supply pressure at the appropriate flow rate is no less than the appropriate value
SPRINKLER	FLOW SWITCHES				✓					Documented	Operation check	Flow switches are checked for correct function. 3 monthly. Replacement The number and condition of replacement parts held as spare are checked.
SPRINKLER	DRY ALARM VALVES					✓				Documented	Operation check	The moving parts of dry alarm valves and any accelerators and exhausters, in dry pipe installations and subsidiary extensions are exercised in accordance with the manufacturers' instructions. Alternate installations need not be tested in this way since they are exercised twice a year as a result of the changeover from wet to dry operation and back.
SPRINKLER	FIRE BRIGADE & REMOTE CENTRAL STATION ALARM					✓				Documented	Operation check	Where fitted central station monitoring alarms are tested. Activate the alarm with central station on line to test connection.
SPRINKLER	AUTOMATIC PUMP FLOW TEST							✓		Documented	Full Service / Operation check	Each water supply pump in the installation is tested at the full load condition (by means of the test line connection coupled to the pump delivery branch downstream of the pump outlet non-return valve) and gives the pressure/flow values stated on the nameplate. Appropriate allowances are made for pressure losses in the supply pipe and valves between the source and each control valve set.
SPRINKLER	FLOAT VALVES ON WATER STORAGE							✓		Documented	Full Service / Operation check	Float valves on water storage tanks are checked to ensure they function correctly. 12 monthly Pump suction chambers and strainers inspection and cleaned as required.
ELECTRICAL	AFDDS (ARC FAULT DETECTION DEVICE)				✓					Documented	Operation check	Check operation via test button 3 monthly
ELECTRICAL	RCDs (RESIDUAL CURRENT DEVICE)											
ELECTRICAL	LIGHT SWITCHES & ACCESSORIES							✓		Documented	Operational check	Check, Operation, Earth Bonding, Dimming switches, Solar operated switches (External & Internal), Firemans switch (external display lighting), Automatic switching controls (eg timers). Please refer to TNA O&M manual for detail.
ELECTRICAL	FIRE ALARM									Documented	Full Service / Operation check	Daily: inspect control panel  Weekly: Test in accordance with BS 5839 and rectify any defects. Ensure that all indicators show by resetting according to the instructions provided with the panel and check that the internal sounder operates. Operate a manual call point to test the system. Check that the sounders operate. Reset the fire alarm panel. Each week choose a different manual call point so that are the manual call points in the building are tested in rotation over a prolonged period. Check all call points and detectors and ensure that none are obstructed in any way. Enter results of tests into the log book.  Annual: system test - please refer to O&M manual for detail.

Trade	Maintained/Service Type	Daily	Weekly	Monthly	3 Monthly	6 Monthly	9 monthly	12 Monthly	2 - 5 Yearly	Type	Requirements	Guidance Notes
ELECTRICAL	FIRE ALARM - QUARTERLY				✓					Documented	Operational check	Quarterly checks: please refer to O&M manual for detail on Operation, condition, firemans control, completion of test
ELECTRICAL	IT / DATA							✓		Documented	Operational check	Annual checks, please refer to O&M manual for detail to include Field Outlets, Patch leads, Patch panels, equipment fans, Patching details.  Water Ingress: If the structured cabling installation has suffered from flooding or spray from water, the installation must be re-tested and recertified. Contact installer
ELECTRICAL	INDUCTION LOOP			✓				✓		Documented	Operational check	Monthly: check loop system is working correctly. Amplifier - check amplifiers must be installed indoors, positioned to avoid accidental damage and MUST NOT be subjected to excessive dust. Conductive or corrosive gases or liquids, nor subject to temperatures, input voltages and electrical loads outside and stated operating range.  Annual: Ensure the system has been inspected, serviced and calibrated by a specialist in accordance with BS7594.
ELECTRICAL	EMERGENCY LIGHTING OPERATIONAL			✓						Documented	Operational check	Check operation. If failure is suspected replace lamp. If fault is not with lamp, check that the mains LED is on with the mains supply restored. If not, report to client.
ELECTRICAL	EMERGENCY LIGHTING TEST				✓					Documented	Operational check	Test for one hour. If luminaire is rated for duration of one hour

Contract Number	P22-022		
Contract Name	Redcliff (PBSA)		
Building name and Address	Glassworks, St Thomas Street, Bristol, BS1 6AE		
Document Reference	CS03 Service & Maintenance Guide		
Date Revised	18/12/2024		
PM	Winvic Construction Ltd	Scott Lilley	
Customer Service Manager	Winvic Construction Ltd	Laura Harper	
Manuals Manager	Winvic Construction Ltd	Tina Tooley	
Date presented to Client / Building Management	TBA		
Attendees			
Please sign to accept on behalf of the Client / Building Management that you fully understand the content of the Aftercare Plan and confirm this will be communicated to all relevant parties, including change of personnel and/ or additional staff.			
Any amendments or updates to this plan will be communicated on email of which an acknowledgment will be required from you to confirm acceptance.			
Name	Company Name	Signed	Date
	Witnessed on behalf of Winvic		