



# Cyclic Maintenance Plan – Proforma

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Report on inspection outcomes for the period ending / / 21** |  |  |  |  |  |
| **Collated by:** |  |  |  |  |  |
| Part A | Routine Inspections – Building |
| **1.0** | **Internal** |
|  | **Item** | **Inspection by** | **When** | **Assigned to** | **Annual Cost** | **Completion Date** | **Signed Off** | **Comments/Further Action Required** |
| **1.1** | **LEARNING SPACES** |
| **1.1.1** | **Walls** |   |
|  | Inspect walls for any damage or cracking. | Principal | Annually |   |   |   |   |
| **1.1.2** | **Doors** |   |
|  | Inspect operation of doors including locks and hinges. Oil where required. | Principal | Annually |   |   |   |   |
| **1.1.3** | **Ceilings** |   |
|  | Inspect for condition, water marks, etc. | Principal | Annually |   |   |   |   |
| **1.1.4** | **Windows** |   |
|  | Inspect frames and panes for rust, deterioration, etc. | Principal | Annually |   |   |   |   |
| **1.1.5** | **Joinery** |   |
|  | Inspect condition of cupboard locks and catches. Inspect condition of shelving. | Principal | Annually |   |   |   |   |
| **1.1.6** | **Floors** |   |
|  | Inspect floor coverings. | Principal | Annually |   |   |   |   |
| **1.1.7** | **Electrical** |   |
|  | Check that all power points, lights and fans are operable. | Tradesperson | Annually |   |   |   |   |
| **1.1.8** | **Environment control** |   |
|  | Check that heaters and air conditioners are serviced and fully operable. | Tradesperson | Six-monthly |   |   |   |   |
| **TOTAL COST** |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Item** | **Inspection by** | **When** | **Assigned to** | **Annual Cost** | **Completion Date** | **Signed Off** | **Comments/Further Action Required** |
| **1.2** | **ADMINISTRATION AND STAFF AREAS** |
| **1.2.1** | **Walls** |   |
|   | Inspect walls for any damage or cracking. | Principal | Annually |   |   |   |   |
| **1.2.2** | **Doors** |   |
|   | Inspect operation of doors, including locks and hinges. Oil where required. | Principal | Annually |   |   |   |   |
| **1.2.3** | **Ceilings** |   |
|   | Inspect for condition, water marks, etc. | Principal | Annually |   |   |   |   |
| **1.2.4** | **Windows** |   |
|   | Inspect frames and panes for rust, deterioration, etc. Inspect locks and hinges. | Principal | Annually |   |   |   |   |
| **1.2.5** | **Joinery** |   |
|   | Inspect condition of cupboard locks and catches. Inspect condition of shelving. | Principal | Annually |   |   |   |   |
| **1.2.6** | **Floors** |   |
|   | Inspect floor coverings. | Principal | Annually |   |   |   |   |
| **1.2.7** | **Equipment** |   |
|   | Communications and information. | ICT | Per term |   |   |   |   |
| **1.2.8** | **Electrical** |   |
|   | Check that all power points, lights and fans are operable. | Tradesperson | Annually |   |   |   |   |
| **1.2.9** | **Environment control** |   |
|   | Check that heaters and air conditioners are serviced and fully operable. | Tradesperson | Six-monthly |   |   |   |   |
| **TOTAL COST** |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Item** | **Inspection by** | **When** | **Assigned to** | **Annual Cost** | **Completion Date** | **Signed Off** | **Comments/Further Action Required** |
| **1.3** | **AMENITIES** |
| **1.3.1** | ***Toilets*** |
| **1.3.2** | **Finishes** |   |
|  | Inspect and check conditions of all floor/wall finishes: e.g. vinyl, painted or tiled. | Principal | Six-monthly |   |   |   |   |
| **1.3.3** | **Doors** |   |
|  | Inspect operation of doors including locks and hinges. Oil where required. | Cleaners | Weekly |   |   |   |   |
| **1.3.4** | **Fittings** |   |
|  | Inspect and check all sanitary fixtures for condition and operation. | Tradesperson | Six-monthly |   |   |   |   |
| **1.3.5** | **Lighting and ventilation** |   |
|  | Inspect and check if acceptable. | Principal | Six-monthly |   |   |   |   |
| **1.3.6** | **Taps** |   |
|  | Inspect operation and replace washers. | Cleaners | Weekly |   |   |   |   |
| **1.3.7** | **Cisterns** |   |
|   | Inspect operation. | Cleaners | Weekly |   |   |   |   |
| **1.3.8** | **Hand dryers** |   |
|   | Inspect operation. | Cleaners | Weekly |   |   |   |   |
| **TOTAL COST** |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **2.0** | **Essential Services** |
|  | **Item** | **Inspection by** | **When** | **Assigned to** | **Annual Cost** | **Completion Date** | **Signed Off** | **Comments/Further Action Required** |
| **2.1** | **FIRE SERVICES** |
| **2.1.1** | **Fire hydrants** |   |
|   | Inspect fire hydrants. | Fire Services | Six-monthly |   |   |   |   |
| **2.1.2** | **Smoke detectors** |   |
|   | Inspect smoke detectors. | Fire Services | Six-monthly |   |   |   |   |
| **2.1.3** | **Fire extinguishers** |   |
|   | Inspect fire extinguishers. | Fire Services | Six-monthly |   |   |   |   |
| **2.1.4** | **Egress and access** |   |
|   | Check emergency exits are clear. Check disabled access is clear. | Principal | Weekly |   |   |   |   |
| **2.1.5** | **Electrical services** |   |
|   | Inspect exit lights. | Electrician | Six-monthly |   |   |   |   |
| **2.1.6** | **Emergency lighting** |   |
|   | Inspect emergency lighting. | Electrician | Six-monthly |   |   |   |   |
| **2.1.7** | **Electrical testing and tagging** |   |
|   | Inspect, test and tag as compliant all electrical equipment. | Electrician | Annually |   |   |   |   |
| **TOTAL COST** |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **3.0** | **Additional Items** |
|  | **Item** | **Inspection by** | **When** | **Assigned to** | **Annual Cost** | **Completion Date** | **Signed Off** | **Comments/Further Action Required** |
| **3.1** | **FACILITIES SERVICES** |
| 3.1.1 | Security monitoring | Commercial provider | Ongoing |   |   |   |   |   |
| 3.1.2 | Pest control | Commercial provider | Three-monthly |   |   |   |   |   |
| 3.1.3 | Sanitary bins | Commercial provider | Monthly |   |   |   |   |   |
| 3.1.4 | Cleaning | Commercial provider | Ongoing |   |   |   |   |   |
| 3.1.5 | Waste disposal | Commercial provider | Weekly |   |   |   |   |   |
| 3.1.6 | Security shredding | Commercial provider | Monthly |   |   |   |   |   |
| 3.1.7 | Water cooler | Commercial provider | Six-monthly |   |   |   |   |   |
| **3.2** | **CONTINGENCY BUDGET** |
| 3.2.1 | Locks/keys | Principal | Ongoing |   |   |   |   |   |
| 3.2.2 | Small appliances | Principal | Ongoing |   |   |   |   |   |
| **TOTAL COST** |  |  |  |  |  |  |  |
| **TOTAL COST OF ROUTINE MAINTENANCE** |  |