

## DEVON COUNTY COUNCIL – PREMISES & EQUIPMENT RELATED FORMAL INSPECTIONS AND MAINTENANCE SCHEDULES

This document relates to the minimum formal inspections, maintenance and servicing requirements that need to be in place. In addition to these, establishments should have a process in place for routine and regular local/user visual checks and defect reporting.

CONTRACT	FREQUENCY	RESPONSIBILITY FOR ARRANGING			
		Corporate Buildings	VA Promise Schools	Schools in the DMP	Schools Not in the DMP
Access equipment – ladders and towers	Variable	Directorate	School	School	School
Air Conditioning Systems	Annually	NPS	School	School****	School
Air receivers (compressors) - TE*	Annually	RSA	RSA	RSA	RSA
Asbestos					
Register	Annually	NPS	NPS	NPS	School
Updating and monitoring	Annually	NPS	NPS	NPS	School
Automatic Door Systems	Annually	Directorate	School	School****	School
Burglar alarms and CCTV	Annually	Directorate	School	School	School
Cooling Systems	Annually	NPS	School	School	School
Duct Hygiene (excl kitchens) e.g. air handling units, cooling units, air terminals	Annually <sup>1</sup>	NPS	School	School****	School
D&T machinery (excluding LEV & Compressors on other lines)	Annually	Directorate	School	School	School
Electrical					
Electrical equipment – portable	1 – 5 years	Directorate	School	School	School
Electrical Stage Lighting and control panels	Annually	Directorate	School	School	School
Electrical supply & boards in buildings	5 yearly	NPS	NPS	NPS	School
Temporary mobile structures (e.g. portacabin, rollalong units)	Annually	Directorate	School	School	School
Emergency lighting					
Functional test / Stop button	Monthly	Directorate	School	School	School
1 hr duration test	Six monthly	NPS	NPS	NPS	School
Full duration test	Annually	NPS	NPS	NPS	School
Fire					
Call points	Weekly	Directorate	School	School	School
Fire alarm and system	6 Monthly	NPS	NPS	NPS	School
Fire extinguishers	Annually	Directorate	School	School	School
Sprinkler Systems	Annually	NPS	School	School****	School
Fire Doors with magnetic hold open devices	Weekly	Directorate	School	School	School
Food technology depts -gas equipment	Annually	Directorate	School	School	School
Any pressurised equipment	Annually	RSA	RSA	RSA	RSA
Fixing Systems (fixed eye bolts, lines, etc)	6 -12 months	Directorate	School	School	School
Fuel oil storage incl oil fired heating plant	Annually	NPS	NPS	NPS	School
Fume cupboards	14 Months	Directorate	School	School	School
Gas Fired heating system (incl Flues and associated pipe work)	Annually <sup>2</sup>	NPS	NPS	NPS	School
– Maintenance					
Gas Boilers – TE *	Annually	RSA	RSA	RSA	RSA
Gas Soundness Test	Annually	NPS	NPS	NPS**	School
Gym/play equipment (indoor) and Outdoor	Annually	Directorate	School	School	School
Oil fired heating system	Annually <sup>2</sup>	NPS	NPS	NPS	School
Maintenance					
– TE *	Annually	RSA	RSA	RSA	RSA
Kitchen					
Gas Equipment	Annually	Directorate	School	School	School
Fans and canopies	Annually <sup>2</sup>	NPS	NPS	NPS	School
Pressurised equipment (including atmospheric steam ovens) - TE *	Annually	RSA	RSA	RSA	RSA

<sup>1</sup> Frequency may be higher or lower depending on the outcome of the assessment arising from the inspections

<sup>2</sup> Frequency may be higher than stated in order to improve efficiency, hygiene standards, manufactures recommendation or the outcome of an assessment, but cannot be less than annually

CONTRACT	FREQUENCY	RESPONSIBILITY FOR ARRANGING			
		Corporate Buildings	VA Promise Schools	Schools in the DMP	Schools Not in the DMP
Kilns	Annually	Directorate	School	School	School
Legionella checks	Monthly/quarterly	Directorate	School	School	School
	6 monthly	NPS	School	NPS	School
	Annually	NPS	School	NPS	School
Lifting Equipment					
Fixed Tracking Hoists & slings – TE*	6 Monthly	RSA	RSA	RSA	RSA
Fixed Tracking Hoists & slings – Maintenance	6 Monthly	Directorate	School	School	School
Object lifts –Maintenance	Annually	NPS	NPS	NPS	School
Object lifts – TE*	Annually	RSA	RSA	RSA	RSA
Passenger lifts –Maintenance	6 Monthly	NPS	NPS	NPS	School
Passenger lifts – TE*	6 Monthly	RSA	RSA	RSA	RSA
Portable Hoists and Slings - Maintenance	6 Monthly	Directorate	School	School	School
Portable Hoists and Slings– TE*	6 Monthly	Directorate ***	School***	School***	School***
Stair/Platform Lifts - Service & Maintenance	6 Monthly	NPS	NPS	NPS	School
Stair/Platform Lifts – TE*	6 Monthly	RSA	RSA	RSA	RSA
Other lifting – TE*	6-12 Months	Directorate ***	School***	School***	School***
Lightning conductors	Annually	NPS	School	NPS*****	School
LEV Systems (fume cupboards, dust extraction systems)	14 Months	Directorate	School	School	School
LPG - Boilers and pipe work Maintenance TE* (where applicable)	Annually	NPS	NPS	NPS	School
	Annually	RSA	RSA	RSA	RSA
Pressure cookers, Autoclaves & Steam Engines - TE*	Annually	RSA	RSA	RSA	RSA
Radon Mitigation controls	2 yearly	NPS	School	NPS	NPS
Refrigeration Systems – TE*	Annually	RSA	RSA	RSA	RSA
Swimming/Hydrotherapy pools Electrical Water systems checks	Annually	Directorate	NPS	School	School
	Daily/monthly	Directorate	School	School	School
Trees Formal Inspection/Survey Remedial Works	3 yearly	Directorate	Directorate	Directorate	Directorate
	As required	Directorate	School	School	School
Vehicles					
Hoists – TE*	Annually	RSA	RSA	RSA	RSA
Hoists – Maintenance and Service	Annually	Directorate	School	School	School
Trailers - Inspection & Servicing	Annually	Directorate	School	School	School
Minibuses	Annually	Directorate	School	School	School

- Items marked with a \*TE = Thorough Examination. These are specialist engineering inspections arranged by the Insurers – but individual premises must inform the Devon Insurance Team in order for these to be added the item on the Insurers list
- Items marked with a \*\* are within the DMP but are subject to an additional charge
- Items marked with a \*\*\* These Thorough examination may be available via the RSA (The Councils Insurers) depending on the equipments maintenance contract and as long as the establishment buys DCC Insurance
- Items marked with a \*\*\*\* NPS will provide generic servicing specifications as part of the DMP but the works are to be arranged by the establishment directly
- During 2010 NPS\*\*\*\*\* will arrange an initial lightening conductor risk assessment and checking. After this initial check, responsibility for future maintenance will be a school responsibility

**In the case of corporate premises which are leased or rented from a third party, the responsibilities for these inspections may vary from premises to premises, dependant on the nature of the lease. If in doubt, please contact NPS.**

**DMP:** Devon Maintenance Partnership

**NPS:** Norfolk Property Services

**RSA:** Royal Sun Alliance – Devon County Council Insurers