



# SITE MANAGEMENT CONTROL AUDIT

## Cyclic Maintenance Module

Elevate Trust Sample Only

Site Contact: School Business Manager TBC

Current Issue Date: 20/02/2019

Created 11/06/18

REF	Description	School/ contractor	Ref/Asset/ID no	Current Record on site	Statutory inspection frequency	Date of last inspection	Formula for "Date of Next Inspection"	Date of next inspection	STATUS (Pass or Fail date)	Actions arising from test/service	Description and actions taken	Closed
<b>LEGISLATION &amp; OTHER</b>												
1	Health and Safety Law Poster	Client/Owner		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
2	Health and Safety Policy Statement	Client/Owner		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
3a	Employers Liability Certificate	Client/Owner		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
3c	3rd Party All Risk Certificate	Client/Owner		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
8a	Risk Assessment Review Caretaking & Cleaning	Client/Owner		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			

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<b>GAS</b>												
10a	Gas Safety record	Contractor		Final record	ANNUAL	30-Oct-15	30-Oct-16	30-Oct-16	FAIL - Next inspection due			
10b	Gas Safety Record Kitchens	Contractor										
10c	Gas Safety Record Caretaker	Contractor		Final record	ANNUAL	30-Oct-15	30-Oct-16	30-Oct-16	FAIL - Next inspection due			
10d	Gas Safety Record Art College	Contractor		Final record	ANNUAL	30-Oct-15	30-Oct-16	30-Oct-16	FAIL - Next inspection due			
10e	Gas Tightness Certificate	Contractor		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
10f	Gas Test (Internal)	Contractor		Final record	ANNUAL	30-Oct-15	30-Oct-16	30-Oct-16	FAIL - Next inspection due			
<b>LIFTING &amp; WAH</b>												
11a	Ladders Thorough Examination & Inspection	Client/Owner		Final record	6 MONTHLY & PRE-USE		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
11b	Ladder Register	Client/Owner		Final record	6 MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
12a	Hoist - Person	Client/Owner		Final record	6 MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
13a	Lift - Passenger	Contractor	Pickering Lift	Final record	6 MONTHLY	30-Jan-16	30-Jul-16	30-Jul-16	FAIL - Next inspection due			
<b>WATER QUALITY MANAGEMENT</b>												
15	Water Risk Assessment	Client/Owner		Final record	24 MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
20d	Cold Water Storage Tank Inspection Report	Contractor		Final record	6 MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
23a	Hot & Cold Temperature Sentinel Representative Taps	Contractor		Final record	MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
23b	Temperatures Calorifier Flow & Return	Contractor		Final record	MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			

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23c	Weekly Low Use Flushing	Client/Owner		Final record	WEEKLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
23d	TMV Inspections	Contractor		Final record	6 MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
23e	Sterilise Shopwer Heads	Client/Owner		Final record	QUARTERLY	30-Jan-16	30-Apr-16	30-Apr-16	FAIL - Next inspection due			
24	Water Sample Results from Sentinels & CWST	Contractor		None	6 MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			

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<b>FIRE &amp; EMERGENCY</b>												
25	Fire Risk Assessment	Client/Owner		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
26a	Fire Door Inspections	Client/Owner		None	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
26b	Auto Door Inspection	Client/Owner		Temp sheet	MONTHLY	28-Mar-16	28-Apr-16	28-Apr-16	FAIL - Next inspection due			
26c	Auto Door Maintenance	Contractor		Final record	6 MONTHLY	30-Sep-15	30-Mar-16	30-Mar-16	FAIL - Next inspection due			
27	Fire Hazard Survey	Client/Owner		Final record	MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
30	Fire Extinguishers	Client/Owner		Final record	ANNUAL	30-May-15	30-May-16	30-May-16	FAIL - Next inspection due			
31a	Fire Alarm System - Maintenance Specialist contractor	Client/Owner		Final record	6 MONTHLY	30-Mar-16	30-Sep-16	30-Sep-16	FAIL - Next inspection due			
31b	Fire Suppression System	Client/Owner		Final record	ANNUAL	30-Jul-15	30-Jul-16	30-Jul-16	FAIL - Next inspection due			
31c	Fire Alarm Call Points	Client/Owner		Final record	WEEKLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
31d	Fire Evacuation Drill	Client/Owner		Final record	6 MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
31e	Emergency Lighting - flick tests	Client/Owner		Final record	MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
31f	Fume Cupboards	Contractor		Final record	ANNUAL	29-Jun-15	29-Jun-16	29-Jun-16	FAIL - Next inspection due			
31g	Emergency Lighting - 3 hour discharge Test	Client/Owner		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
32	Evacuation Chairs	Client/Owner		Final record	ANNUAL	29-Oct-15	29-Oct-16	29-Oct-16	FAIL - Next inspection due			
<b>AUDITING &amp; MONITORING</b>												
39b	SHE Audit - Action Plan	Client/Owner		Final record	6 MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			

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<b>ELECTRICAL, HEATING &amp; VENTILATION</b>												
45a	5 Year Electrical Test	Contractor		Final record	5 YEARLY	30-Aug-12	30-Aug-17	30-Aug-17	FAIL - Next inspection due			
46	Portable Appliance Test	Client/Owner		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
47a	Air Handling Unit Service	Contractor		Final record	PER VISIT	30-Aug-15	29-Apr-16	29-Apr-16	FAIL - Next inspection due		Due April, August, October	
47b	Air Handling Unit Filters	Contractor		Final record	PER VISIT	27-Feb-16	29-Apr-16	29-Apr-16	FAIL - Next inspection due		Due February, April, August, October	
47c	Convactor Heater Service	Contractor		Final record	ANNUAL	30-Oct-15	30-Oct-16	30-Oct-16	FAIL - Next inspection due			
48	Intruder Alarm Service	Contractor		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
49	Pedestrian & Traffic Access Control	Contractor		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
49b	CCTV	Contractor		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			

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<b>HAZARDOUS SUBSTANCES</b>												
53a	Inventory of COSHH Substances	Client/Owner		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
53b	COSHH Assessment Review	Client/Owner		Final record	ANNUAL	24-Nov-15	24-Nov-16	24-Nov-16	FAIL - Next inspection due			
<b>ENVIRONMENTAL &amp; STRUCTURE</b>												
57	Asbestos Survey	Client/Owner		Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
58b	Asbestos Register	Client/Owner		None	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
58c	Asbestos Plan	Client/Owner		None	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL			
<b>Site Specific Equipment</b>												
59a	Internal Gym Equipment Examination	Client/Owner		Final record	ANNUAL	24-Nov-15	24-Nov-16	24-Nov-16	FAIL - Next inspection due			
59b	External Sports Equipment Examination	Client/Owner		Final record	QUARTERLY	30-Aug-15	30-Nov-15	30-Nov-15	FAIL - Next inspection due			
60a	Sports Hall deep Clean	Client/Owner		Final record	ANNUAL	30-Aug-15	30-Aug-16	30-Aug-16	FAIL - Next inspection due			
60b	Kitchen Deep Clean	Client/Owner		Final record	ANNUAL	30-Jul-16	30-Jul-17	30-Jul-17	FAIL - Next inspection due			
61a	Drama Seating	Contractor		Final record	AS REQUIRED	30-Oct-15	30-Aug-16	30-Aug-16	FAIL - Next inspection due			
61b	Drama Lighting Rig	Contractor		Final record	24 MONTHLY	30-Dec-15	30-Dec-17	30-Dec-17	FAIL - Next inspection due			

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	17th Edition I.E.E BS 5266 Emergency Lights BS 5839 Fire Detection & Fire Systems BS 6244 Compressed Air Regulatory Reform (Fire Safety) Order 2005 (FSO) BS EN 131 Ladders BS 5720 Air Conditioning Mechanical Ventilation BS 7430 Earthing BS EN 280 MEWP BS 7121 Safe use of Cranes INDG 238 Safe Work in Confined Spaces HSG 37 Local Exhaust Ventilation HSG 54 Examination & Testing of Local Exhaust Ventilation L 101 Confined Spaces BS EN 1176 Playground Equipment HTM's (Hospital Technical Memorandum)						L8 - Legionella ACOP L 22 - PUWER (Provision, Use of Work Equipment) Regulations L 113 - LOLER (Lifting Operations, Lifting Equipment) Regulations HSG 107 PAT (Portable Appliance Testing) L - 122 Pressure Systems Safety ACOP's INDG 223 Managing Asbestos in Premises HSG 264 Asbestos Surveys INDG 339 Lift Examination INDG 178 Written Scheme of Examination INDG 290 LOLER ACOP's INDG 236 Maintaining PAT INDG 402 Stepladders INDG 401 WaH HSG 85 Electricity at Work (working practices) INDG 231 Electrical Safety & You					