Strata Schemes FM 2018 MAINTENANCE SCHEDULE, Building Name TBA								
		Key	P Programed	C Completed O Ou	tstanding B Service Call Outs /	/ Breakdowns		
Maintenan	ce Schedules		JAN 1 2 3 4	FEB MAR 5 6 7 8 9 10 11 12	APR MAY	JUN JUL 21 22 23 24 25 26 27 28 29 3	AUG SEP OCT	NOV DEC
					Service report, Report, Certification	n, Minutes, Register, Refer to file		
FIRE & EMERGENY SYSTEMS								
Annual test - Everything	Certification	Annually	C					P
Fire Mode Test (Full Function)	Service report	Annually	С					P
Sprinkler Flow test Fire doors	Service report Service report	Annually Annually	C			+++++		P
Inside lots (doors, alarm, sprinkle	er Certification	Annually	C			<del>                                     </del>		P
AFSS	Certification	Annually			<u> </u>			P
6 Monthly test - Everything Hose Reels	Service report Service report	6 monthly 6 Monthly			<del>                                     </del>	P P		P P
Portable Fire Extinguishers	Service report	6 Monthly				P		P
Lights & Signs	Service report	6 Monthly				P		P
Hydrant Landing Valves Pump - Sprinkler	Service report Service report	6 Monthly			C	PPP	P P	P
Pump - Hose Reel	Service report	Monthly	C	C	c c	P	P P	P
Pump - Hydrant Pump	Service report	Monthly	С	C		P	P P	P
Sprinkler System Fire Alarms	Service report Service report	Monthly Monthly			c C	PPP	P P P	P P
EWIS PA & Tones*	Service report	Monthly		c c c	c C	P	P P	P
Fire Control Panel	Service report	Monthly		C C	С	P	PPP	P
LIFTS								
Lifts	Service report	6 weekly	СВ	В С В В С	ВВВС	P	P P P	P
Hazard and Risk Assessment	Service report	6 weekly	С	C C	C	P	P P P	PP
Lift fire serivces	Service report	6 weekly	C			P	P	P
Cleaning								
Carpark Windows (abseiling)	Service report	Annually		<del>                                     </del>				P
Podium	Register Register	Annually Monthly	С	CCC	C	P	PPP	P
Garbage Chute	Service report	Annually	В	В	В		P	
Carpets	Service report	Annually	С					
Audits	_							
Swipe cards	Register Register	Annually					P	
Bike rack audit	Register	Annually						
ELECTRONIC SYSTEMS								
Security/Access Carbon Monoxide Alarm	Service report Service report	R&M Annually			<del>                                     </del>		<del></del>	
Thermographic Scan	Service report	Annually				<del>                                     </del>	P	
RCD testing	Service report	Annually					P	
OTHER								
Pest Control Landscaping	Service report Service report	4 Monthly Fortnightly		C		P	P	P
		Fortilightly				P P P	F F F F	F F F F
MAINTENANCE ROUTINE ESSENTIAL SERVICES	S							
RPZ Valves	Service report	Annually				<del>                                     </del>		<del> </del>
Air Conditioning annual	Service report	Annually	С			P		
Air Conditioning bi-annual Air Conditioning quaterly	Service report Service report	6 Monthly  Quarterly	CC			<u> </u>	<del>                                      </del>	
Anchor point certification	Service report	Annually	6 6			<del>                                     </del>	<del>                                      </del>	
Water pumps	Service report	6 Monthly		C		P		
Garbage Compactors Hot water boilers and tanks	Service report	Quarterly		P		P		P
Roller Shutters	Service report	Quarterly	С			P	The second secon	
Water tanks (two)	Service report	Annually		C				
GENERAL CHECKS								
Sump Pumps	Register	Daily			C   C   C   C   C   C   C		P   P   P   P   P   P   P   P   P   P	P   P   P   P   P   P   P   P   P
Security Alarms	Register	Daily Daily					P	P P P P P P P P P
Services Alarms Lifts	Register Register	Daily			C   C   C   C   C   C   C   C   C   C			P P P P P P P P P P
Water tanks	Register	Daily	CCCC	C	C   C   C   C   C   C   C	C P P P P P P P	P P P P P P P P P P P	P P P P P P P P
Toilet checks	Register	Daily			C C C C C C C		P	1 1 1 1 1 1 1 1 1
Lighting checks Computer Back-up	Register Register	Daily Daily			C C C C C C C C			P         P
Cleaning Inspectcions	Register	Daily					P P P P P P P P P P P	