

# 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	<b>LEARNING SPACES</b>							
1.1.1	<b>Walls</b>							
	Inspect walls for any damage or cracking.	Principal (or Delegate)	Annually					
1.1.2	<b>Doors</b>							
	Inspect operation of doors, including locks and hinges. Oil where required.	Principal (or Delegate)	Annually					
1.1.3	<b>Ceilings</b>							
	Inspect for condition, water marks, etc.	Principal (or Delegate)	Annually					
1.1.4	<b>Windows</b>							
	Inspect frames and panes for rust, deterioration, etc.	Principal (or Delegate)	Annually					
1.1.5	<b>Joinery</b>							
	Inspect condition of cupboard locks and catches. Inspect condition of shelving.	Principal (or Delegate)	Annually					

<b>1.1.6</b>	<b>Floors</b>							
	Inspect floor coverings.	Principal (or Delegate)	Annually					
<b>1.1.7</b>	<b>Electrical</b>							
	Check that all power points, lights and fans are operable.	Tradesperson	Annually					
<b>1.1.8</b>	<b>Environment control</b>							
	Check that heaters and air conditioners are serviced and fully operable.	Tradesperson	Six-monthly					
<b>TOTAL COST</b>								

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



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

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

3.0 Additional Items								
	Item	Inspection by	When	Assigned to	Annual Cost	Completion Date	Signed Off	Comments/Further Action Required
3.1	<b>FACILITIES SERVICES</b>							
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	<b>CONTINGENCY BUDGET</b>							
3.2.1	Locks/keys	Principal (or Delegate)	Ongoing					
3.2.2	Small appliances	Principal (or Delegate)	Ongoing					
<b>TOTAL COST</b>								
<b>TOTAL COST OF ROUTINE MAINTENANCE</b>								