

Annual Service Contracts



School Services

Annual Services Contract							
Job Number	Service	Active	Month Due	Completed Date	Contractor	Frequency	Required Next Year
	Air Conditioning Units 6 Monthly (Service)						
	Air Conditioning Units Annual (Service)						
	Air Conditioning Units Efficiency Report (Service)						
	Air Conditioning Units ICT Suite (Service)						
	Air Handling Units (Service)						
	Airsource Heat Pump Service						
	Ambi-Rad Unit Service						
	Asbestos Annual Survey						
	Asbestos Management Survey						
	Automatic Entrance Doors (Service)						
	Automatic Entrance Doors 6 Monthly (Service)						
	Automatic Fire Doors (Service)						
	Automatic Security Gates (Service)						
	Automatic Security Gates 6 Monthly (Service)						
	Bauder Roof Maintenance (Service)						
	Biomass Boiler Chimney Sweep (Service)						
	Boiler Services (Biomass)						
	Boiler Services (Gas)						
	Boiler Services (Gas) 6 Monthly						

Annual Services Contract

Job Number	Service	Active	Month Due	Completed Date	Contractor	Frequency	Required Next Year
	Boiler Services (Oil)						
	Building Management System (Service)						
	Car Parking Barrier 6 Monthly Service						
	CCTV (Service)						
	CCTV Monitoring (Service)						
	Climbing Wall Service						
	Concertina Dinner Table Maintenance (Service)						
	Concertina Dinner Table Maintenance (Service)						
	DEC Advisory Report						
	Digicom Monitoring (Service)						
	Disabled Access Equipment (Service)						
	Disabled Access Equipment 6 Monthly (Service)						
	Disabled Access Equipment Thorough Inspection						
	Disabled Medical Equipment Servicing						
	Disabled Medical Equipment Servicing						
	Disabled Washroom Alarm (Service)						
	Dishwasher Service Annual (Service)						
	Display Energy Certificates						
	Drainage Installations (Service)						
	Drainage Installations 6 Monthly (Service)						
	Dualcom Monitoring (Service)						
	Dust Extraction Equipment (Service)						
	Emergency Lighting 6 Monthly (Service)						

Annual Services Contract

Job Number	Service	Active	Month Due	Completed Date	Contractor	Frequency	Required Next Year
	Emergency Lighting Annual (Service)						
	Emergency Lighting Monthly Testing (Service)						
	External Door Maintenance						
	Extractor Fan Maintenance (Service)						
	Fall Arrest System (Service)						
	Fan Convector Heaters (Service)						
	Fire Alarm 6 Monthly (Service)						
	Fire Alarm Monitoring (Service)						
	Fire Alarm Monthly Testing (Service)						
	Fire Alarm Quarterly (Service)						
	Fire Fighting Equipment - Fixed (Service)						
	Fire Fighting Equipment - Fixed Quarterly						
	Fire Fighting Equipment - Portable (Service)						
	Fire Risk Assessment (Service)						
	Fire Risk Assessment Yearly (Service)						
	Fire Risk Assessment Yearly (Service)						
	Fitness Suite (Service)						
	Fixed Appliance Testing (Service)						
	Fixed Electrical Supply and Wiring (Service)						
	Folding Dining Furniture (Service)						
	Folding Door Service						
	Fume Cupboards (Service)						
	Gas Installation Test 3 Yearly (Service)						
	Gas Soundness Testing (Service)						

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	Grease Trap Cleaning (Service)						
	Grease Trap Cleaning 6 Monthly (Service)						
	Green Roof Maintenance (Service)						
	Ground Source Heat Pump Service						
	Grounds Maintenance (Service)						
	Gutter Clearing (Service)						
	Gutter Clearing (4 Monthly Intervals)						
	Gutter Clearing 6 Monthly (Service)						
	Gym Equipment - Trim Trail Service						
	Gym Equipment (External) (Service)						
	Gym Equipment (External) 6 Monthly (Service)						
	Gym Equipment (External) Quarterly (Service)						
	Gym Equipment (Internal) (Service)						
	Gym Equipment (Internal) 6 Monthly (Service)						
	Gym Equipment (Outdoor Fitness Equipment)						
	Health & Safety Audit (Service)						
	Heat Recovery Units (Service)						
	Heating Controls (Service)						
	Hot Metal Equipment						
	Intruder Access Control (Service)						
	Keyholder Services (Service)						
	Kitchen Clean of Extractor Fan (4 monthly intervals) (Service)						
	Kitchen Clean of Extractor Fan 6 Monthly (Service)						

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	Kitchen Clean of Extractor Fan Only (Service)						
	Kitchen Deep Clean (Service)						
	Kitchen Equipment (Service)						
	Kitchen Equipment Six Monthly (Service)						
	Kitchen High Level Clean (Service)						
	Kitchen Ventilation Fans (Service)						
	Legionella 6 Monthly Inspection (Service)						
	Legionella Annual Inspection (Service)						
	Legionella Monthly Testing (Service)						
	Legionella Risk Assessment (Service)						
	Legionella Risk Assessment Review						
	Lightning Conductor (Service)						
	Local Water Heaters (Service)						
	Lozener Unit (Service)						
	Oil Storage Tanks (Service)						
	P.A.T. (Service)						
	P.A.T. 2 Yearly (Service)						
	P.A.T. 3 Yearly (Service)						
	Passenger Lifts (Service)						
	Passenger Lifts (Service)						
	Passenger Lifts Insurance Inspection (Service)						
	Passenger Lifts Monthly (Service)						
	Passenger Lifts Quarterly (Service)						
	Pest Control Monthly Maintenance						

Annual Services Contract

Job Number	Service	Active	Month Due	Completed Date	Contractor	Frequency	Required Next Year
	Pest Control Quarterly Maintenance (Service)						
	Pottery Kilns (Service)						
	Pottery Kilns Monthly (Service)						
	Premises Patrol (Service)						
	Pump Station Service Monthly						
	Pumps & Pressurisation Unit (Service)						
	Radon Unit Service						
	Rain Water Harvesting System Quarterly (Service)						
	RCD Testing (Service)						
	Redcare Monitoring (Service)						
	Refrigeration Service						
	Roller Shutter Doors (Service)						
	RPZ Valve Servicing						
	Security Alarm (Service)						
	Security Alarm Monthly (Service)						
	Security Alarm Monitoring (Emizon Unit) (Service)						
	Septic Tank Empty Monthly (Service)						
	Septic Tank Empty Annual (Service)						
	Septic Tank Pumps Service						
	Septic Tanks Pumps						
	Shower Head Clean & Disinfection 6 Monthly (Service)						
	Shower Head Clean & Disinfection Quarterly (Service)						
	Sliding Partition Door Service						

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	Solar Hot Water System (Service)						
	Stage Lighting (Service)						
	Stair Climber Service Monthly						
	Sterlizer Cleaning (Service)						
	Surface Water Gullies Maintenance						
	Swimming Pool Air Handling Unit Maintenance 6 Monthly (Service)						
	Swimming Pool Maintenance (Service)						
	Swimming Pools Monthly (Service)						
	Technology Equipment (Service)						
	TMV Maintenance (Service)						
	TMV Maintenance Monthly (Service)						
	Tube Heater Service						
	Underfloor Heating (Service)						
	Velux & Dome Window Clean 6 Monthly (Service)						
	Ventilation Fans (Service)						
	Ventilation Passivent System Service						
	Ventilation System Controls Service						
	Walk in Fridge Service						
	Water Chiller (Service)						
	Water Cooler Service						
	Water Cooler Service 6 Monthly						
	Water Cylinder (Service)						
	Water Fountain Maintenance (Service)						

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	Window Cleaning (Service)						
	Window Cleaning (4 Monthly Intervals) (Service)						
	Window Cleaning Monthly (Service)						