

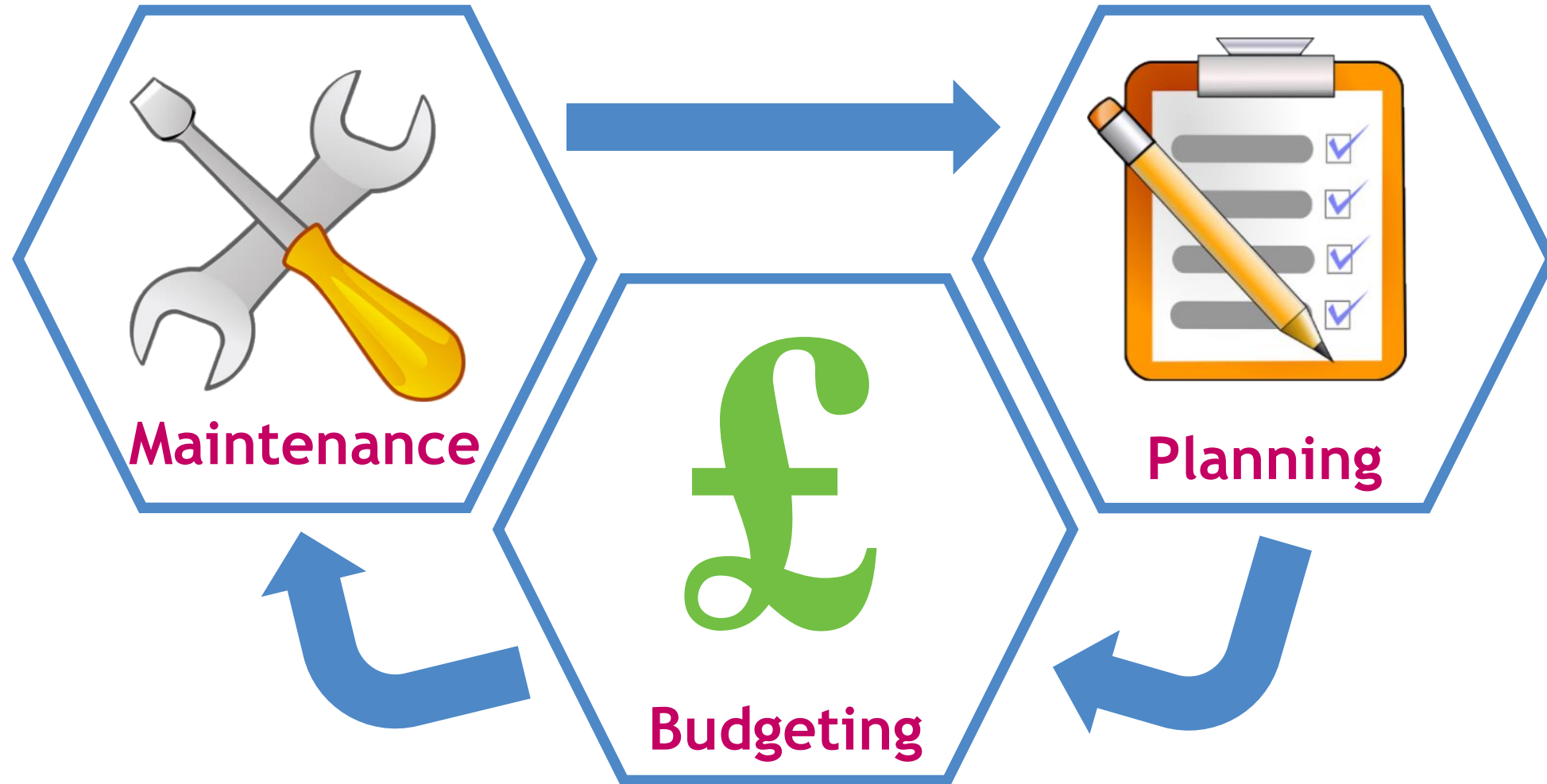


Maintenance, Planning and Budgeting

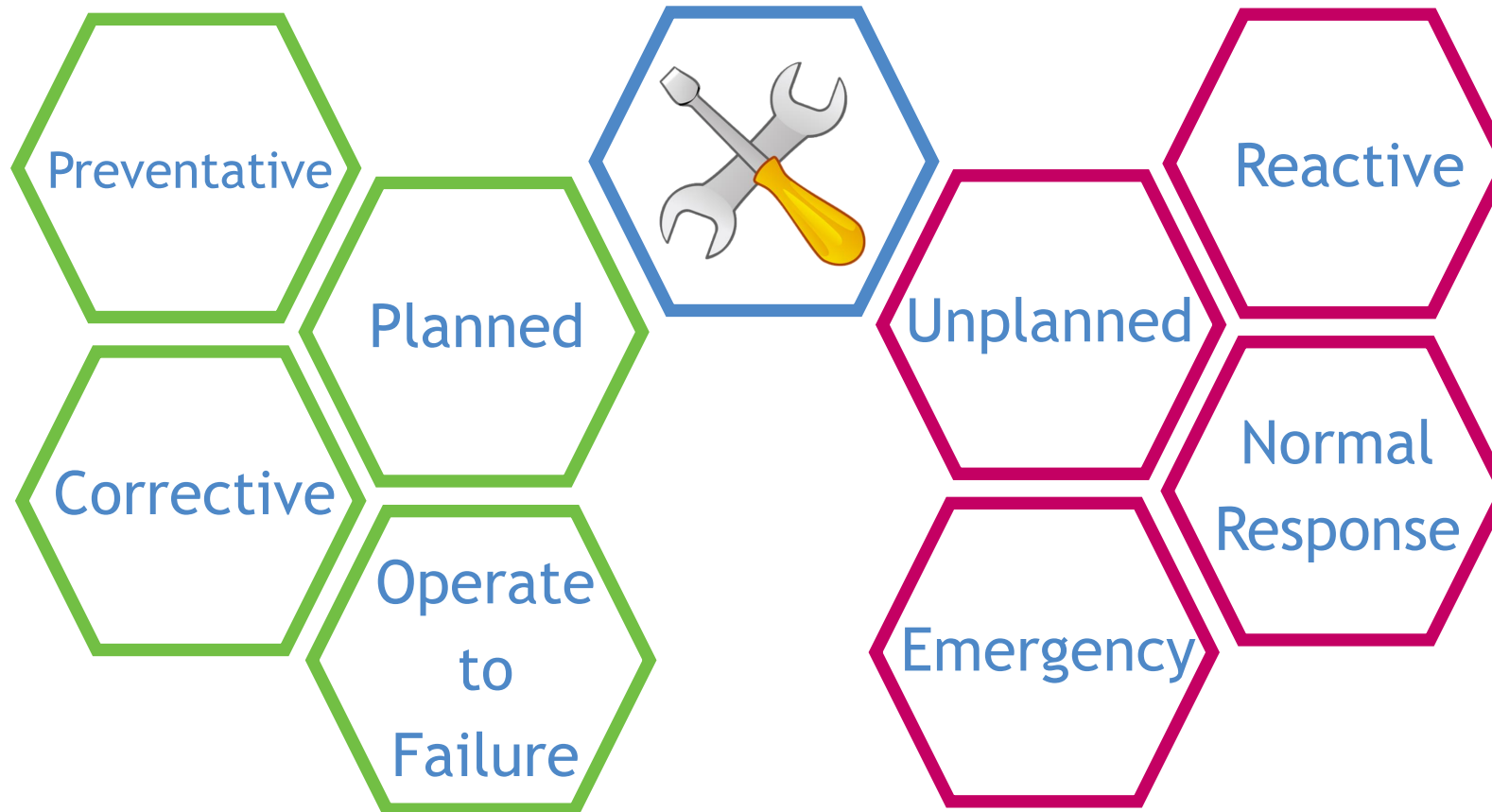
Sharon Greenhow
Lead Property Volunteer

19th June 2021

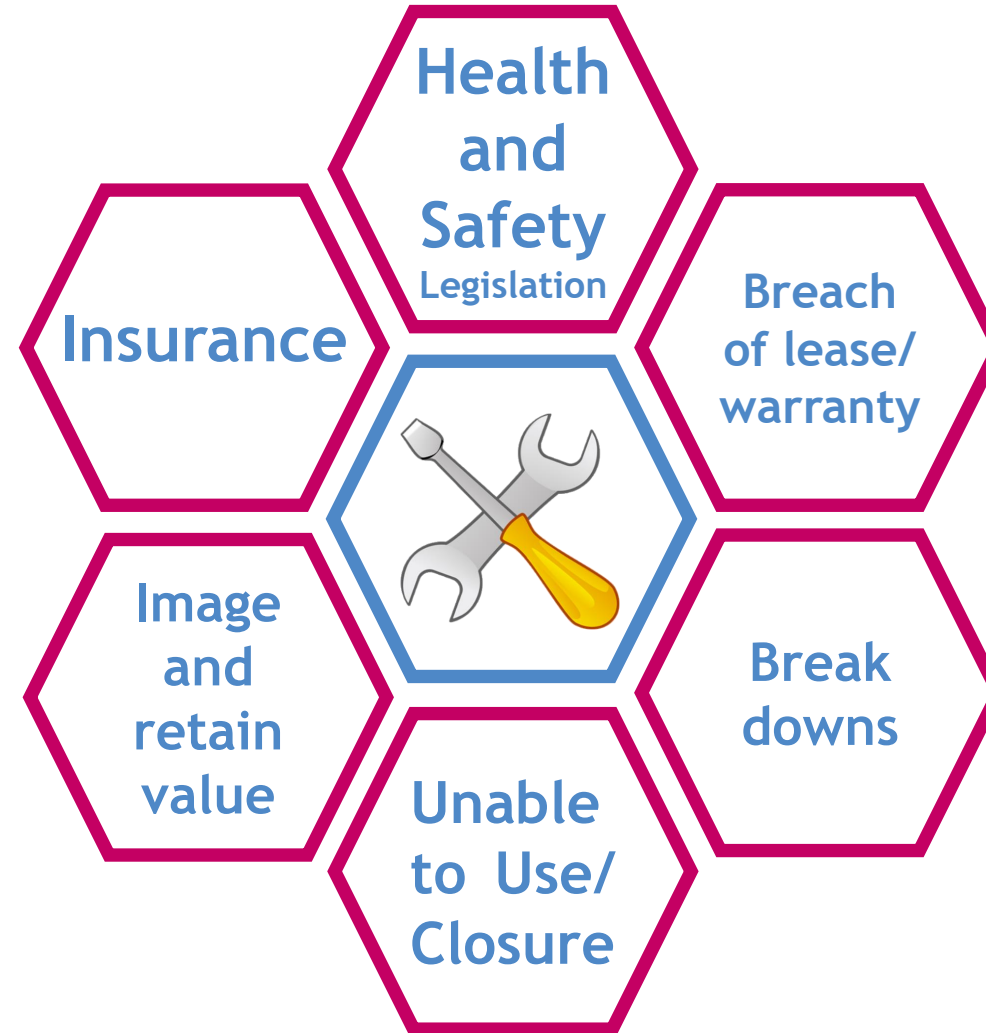
Maintenance, Planning and Budgeting



Types of Maintenance



If we don't Maintain.....



Legislation and (ACOPs)



- **Legislation**
 - **The Regulatory Reform (Fire Safety) Order 2005 - (RRO)**
 - **Provision and use of Work Equipment Regulations 1998 (PUWER)**
 - **Electricity at Work Regulations 1989**
 - **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**
- **Approved Code of Practice and Guidance (ACOPs)**
 - **Legionnaires' disease. The control of legionella bacteria in water systems**
 - **Control of Asbestos Regulations 2012**

Planning and Recording Maintenance



Condition Survey and Asset Register

Asset Number	Description	Location Code	Location Description	Previous Condition	Current Condition	Change
WNGC001	Oil Outside Boiler HW & CH	OUT02	Outside on shower block wall	Good		
WNGC002	Oil Inside Bolier CH only	WBR01	Wiltshire Boiler Room	Good		
WNCG005	Electric Hot water boiler	KIT04	Kitchen under sink	V Good		
WNCG011	Range Cooker	KIT09	Kitchen	Good		
WNCG013	Microwave	KIT10	Kitchen	Good		
WNCG014	Kettle	KIT06	Kitchen	Good		
WNCG0116	Electric Shower	AU02	Accessable Unit	Good		
WNCG0117	TV	BWR		New		
n/a	Wall	BWR	Crack in wall above right window	Fine crack		

Asset Number	Description	Location Code	Location Description	Operation and Maintencne Manuals	Purchase Cost	Installed	Age	Life Span	Maintanance Plan	Current cost to replace	Likelihood to replace in Current Year	Maintainance Log records	Notes
WNGC001	Oil Outside Boiler HW & CH	OUT02	Outside on shower block wall	Yes	£	prior 2010	unknown	10-15 years	Preventative	£	Low	0	
WNGC002	Oil Inside Bolier CH only	WBR01	Wiltshire Boiler Room	Yes	£	2014	7	10-15 years	Preventative	£	Low	1	
WNCG005	Electric Hot water boiler	KIT04	Kitchen under sink	Yes	£	2019	2	5 years	Preventative	£	Low	0	
WNCG011	Range Cooker	KIT09	Kitchen	Yes	£	prior 2010	unknown	unknown	Preventative	£	Low	0	
WNCG013	Microwave	KIT10	Kitchen	No	£	unknown	#VALUE!	unknown	O to F	£	Low	0	
WNCG014	Kettle	KIT06	Kitchen	No	£	2016	5	unknown	O to F	£	Medium	0	
WNCG0116	Electric Shower	AU02	Accessable Unit	Yes	£	2012	9	unknown	O to F	£	Low	0	

Maintenance and Repairs Log Book

Maintenance and Repairs Logbook

Item in need of repair/maintenance	Location description and/or code	Date reported	Reported By	Date completed	Completed By/Date	Comments
Handle to girl's toilet is not locking	Girls' toilets in the corridor middle cubical	13/11/2019	Alex	15/11/2019	Sharon	Lock had come lose so was not engaging. Screws tightened.
Down pipe blocked on flat roof		27/11/2019	Nicky	29/11/2019	Sharon	Down pipe trap cleared of build-up of leaves. Added to weekly checks during the Autumn when the leaves are falling from the trees.
Toaster is broken	Kitchen	14/12/2019	Bev			Reported to trustees to approve purchase of replacement Toaster

Fire Logs

Fire Point	Description	Location Code	Location Description	Date Tested	Working Correctly	If defective give details
FP1	Reception	REC03	By the office DOOR			
FP2	Sibyl's Room	STR02	Next to the fire Exit			
FP3	Kitchen	KIT08	Next to the fire Exit			
FP4	Bowood Room	BWR06	Next to the fire Exit			
FP5	Lydiard Room	LYR03	Next to the fire Exit			
FP6	Conservatory	CON02	Next to the fire Exit			
FP7	Porch	POR02	Next to the fire Exit			
FP1	Reception	REC03	By the office DOOR			

Emergency Exits	Description	Operation	Date Tested	Opened Easily	Exits clear	If defective give details,	Date Repaired
EX1	Reception	Thumbturn Cylinder lock					
EX2	Sibyl's Room	Thumbturn Cylinder lock					
EX3	Kitchen	Thumbturn Cylinder lock					
EX4	Bowood Room	Mortice lock with key to be left unlocked when centre in use					
EX5	Lydiard Room	Mortice lock with key to be left unlocked when centre in use					
EX6	Conservatory	Thumbturn Cylinder lock					
EX7	Porch	Push Bar					
EX1	Reception	Thumbturn Cylinder lock					

Emergency Lighting Logs

Emergency Lighting Point	Description	Location	Emergency Light Position	Emergency Light Code	Date Tested	Weekly Sort Test	If defective give details,	Date Repaired
EL1	Reception	On the wall next to the Electric cupboard.	Reception Ceiling	RECELC01				
			Outside Reception door	RECELC02				
EL2	Wiltshire Room	Above the light switch	Above Fire Exit door	WILEL001				
EL3	Bowood Room	Next to the fire Exit	Above Fire Exit door inside	BOWEL01				
			Above Fire Exit door outside	BOWEL02				

Emergency Lighting Point	Description	Location	Emergency Light Position	Emergency Light Code	Date Tested	6 month min 1h to 3h	If defective give details,	Date Repaired
EL1	Reception	On the wall next to the Electric cupboard.	Reception Ceiling	RECELC01				
			Outside Reception door	RECELC02				
EL2	Wiltshire Room	Above the light switch	Above Fire Exit door	WILEL001				
EL3	Bowood Room	Next to the fire Exit	Above Fire Exit door inside	BOWEL01				
			Above Fire Exit door outside	BOWEL02				

Budgeting



Budgeting

Asset Number	Description	Location Code	Location Description	Operation and Maintenance Manuals	Purchase Cost	Installed	Age	Life Span	Maintenance Plan	Current cost to replace	Likelihood to replace in Current Year	Maintenance Log records	Notes
WNGC001	Oil Outside Boiler HW & CH	OUT02	Outside on shower block wall	Yes	£	prior 2010	unknown	10-15 years	Preventative	£	Low	0	
WNGC002	Oil Inside Boiler CH only	WBR01	Wiltshire Boiler Room	Yes	£	2014	7	10-15 years	Preventative	£	Low	1	
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WNGC014	Kettle	KIT06	Kitchen	No	£	2016	5	unknown	O to F	£	Medium	0	
WNGC0116	Electric Shower	AU02	Accessable Unit	Yes	£	2012	9	unknown	O to F	£	Low	0	

Maintenance programme						Actual		Budget			
ITEM	PROVIDER	Last Completed	FREQUENCY	COMMENTS/TASK DETAIL	2019	2020	2021	2022	2023	2024	2025
Buildings Electrical Test	Tender	2019	Every Five Years		£ 547					£ 600	
Boiler Service	MG Heating	May-21	Yearly	Two boilers	£ 200	£ 200	£ 200	£ 209	£ 213	£ 217	£ 221
Fire Alarm Yearly and Half yearly Service	Tender	Jun-20	Yearly/Half Yearly	Includes checking Fire Extinguishers/Emergency lighting	£ 512	£ 520	£ 530	£ 548	£ 560	£ 572	£ 584
PAT Testing	DS Electricals	Jun-20	Yearly		£ 160	£ 160	£ 170	£ 170	£ 170	£ 170	£ 170
Painting interiors	Volunteers	2020	Every Five Years	Cost of paints and equipment		£ 800					£1,800
Ride on Mower Service	SCG Mowers	2020	Yearly		£ 250	£ 235	£ 255	£ 230	£ 235	£ 240	£ 245
Painting Wooden Benches	Volunteers	2018	Every couple of years	Cost of paints and equipment			£ 50		£ 60		

Questions?



Thank you