

1. Gas Boiler/Water Heater Servicing

- **Frequency:** Every 6 months
- **Scope:**
 - Full gas safety inspection and certification (CP15 & CP16)
 - Cleaning of burners, heat exchangers, and flues
 - Checking and adjusting gas pressure and flow
 - Checking water quality
 - Inspection of safety controls, interlocks, and ignition systems
 - Examination for wear, corrosion, leaks, or blockages
 - Functional testing and recording of efficiency/emissions
 - Defect reporting and recommending repairs

2. Gas Proving/Drop Valves/Pipework/Gas Ovens (Food Tech)/Gas Forges (DT)/Gas Taps (Science Labs).

- **Frequency:** Annually
- **Scope:**
 - Full leak detection test (CP16)
 - Integrity check of pipework, joints, and seals
 - Testing and verification of drop valve closure
 - Inspection/calibration of gas detection sensors
 - Compliance check and certification
 - Visual assessment for damage or corrosion
 - Identification of leaks or pressure drops
 - Check science lab gas taps for correct flow.

3. Mechanical Maintenance

- **a) Heat Emitters (Radiators, Convectors, etc.)**
 - **Frequency:** Annually
 - **Scope:**
 - Visual inspection for leaks, damage, or corrosion
 - Air bleeding, functionality checks, and cleaning
 - Ensuring proper mounting
- **b) Pipework**
 - **Frequency:** Annually
 - **Scope:**
 - Visual inspection for leaks, corrosion, and insulation
 - Checking for blockages, pressure drops, or air pockets
 - Checking inhibitor levels and dosing as needed.
 - Testing flow rates and system pressure
- **c) Fan Convectors**
 - **Frequency:** Annually
 - **Scope:**
 - Cleaning, electrical checks, and functional testing
 - Lubrication and tightening of fixings
- **d) Radiant Panels**
 - **Frequency:** Annually
 - **Scope:**
 - Inspection for damage or corrosion
 - Cleaning and checking of controls
 - Testing heat output

- **e) Pumps**
 - **Frequency:** Annually
 - **Scope:**
 - Inspection for leaks or wear
 - Checking pressures, lubrication, and electrical testing
 - Functional testing
- **f) Pressurisation Units**
 - **Frequency:** Annually
 - **Scope:**
 - Checking pressure, testing sensors, and ensuring correct operation
 - Inspection for leaks or corrosion
- **g) Expansion Vessels**
 - **Frequency:** Annually
 - **Scope:**
 - Checking air charge, inspecting for damage, and testing integrity
- **h) Building Management System (BMS)**
 - **Frequency:** Annually
 - **Scope:**
 - Checking sensors, reviewing logs, and testing remote access
 - Adjusting settings for optimization
- **i) Combined Heat & Power (CHP) Units**
 - **Frequency:** Annually
 - **Scope:**
 - Visual inspection, checking oil levels, and testing controls
 - Inspection of ventilation and functional testing
- **j) Hot Water Cylinders**

- **Frequency:** Annually
- **Scope:**
 - Inspection for leaks, corrosion, and damage
 - Checking temperature and pressure relief valves
 - Testing electrical heating elements (if applicable)
 - Inspecting insulation and venting
 - Draining and flushing sediment
 - Verifying proper operation and controls
- **k) Dosing Pots**
 - **Frequency:** Annually
 - **Scope:**
 - Inspection for leaks, corrosion, and damage
 - Checking valve operation and integrity
 - Draining and cleaning the pot
 - Inspecting pipework and connections
 - Verifying proper labelling and signage
- **l) Air Dirt Separators**
 - **Frequency:** Annually
 - **Scope:**
 - Inspection for leaks, corrosion, and damage
 - Checking valve operation and integrity
 - Draining and cleaning the separator
 - Inspecting pipework and connections
 - Verifying proper installation and support
- **e) Underfloor Heating**

- **Frequency:** Annually
- **Works Undertaken:**
 - Inspection of manifold, pipework, and control valves for leaks or blockages
 - Checking system pressure and flow rates
 - Bleeding air from circuits to ensure optimal heat distribution
 - Testing and calibration of thermostats and zone controls
 - Flushing of system if required to remove debris or scale build-up
 - Reviewing insulation and floor surface temperature consistency

4. Air Conditioning (AC) Systems

- **a) Condensers**
 - **Frequency:** Annually
 - **Scope:**
 - Inspection for damage, corrosion, and leaks
 - Coil cleaning and fin straightening
 - Checking electrical connections and wiring
 - Testing refrigerant levels and pressures
 - Verifying fan operation and airflow
 - Assessing mounting and stability
 - Cleaning of condensers
- **b) Evaporators**
 - **Frequency:** Annually
 - **Scope:**
 - Inspection for damage, corrosion, and leaks
 - Coil cleaning and fin straightening
 - Checking electrical connections and wiring
 - Testing condensate drain and pan
 - Verifying fan operation and airflow
 - Assessing mounting and stability
 - Check correct operation of condensate pump
- **c) Ductwork**

- **Frequency:** Annually
- **Scope:**
 - Inspection for leaks, damage, and insulation
 - Checking airflow and balancing dampers
 - Cleaning diffusers and grilles
 - Ensuring proper sealing and connections
- **d) Control Systems**
 - **Frequency:** Annually
 - **Scope:**
 - Checking and calibrating sensors and thermostats
 - Testing control sequences and interlocks
 - Reviewing system logs and identifying faults
 - Adjusting settings for optimal performance
- **Legislation/ACOP Compliance:**
 - F-Gas Regulations
 - Electricity at Work Regulations 1989
 - Workplace (Health, Safety and Welfare) Regulations 1992

5. Air Source Heat Pumps

- **Frequency:** Annually
- **Scope:**
 - Inspection of outdoor and indoor units for damage
 - Coil cleaning and fin straightening
 - Checking electrical connections and wiring
 - Testing refrigerant levels and pressures
 - Verifying fan and compressor operation
 - Assessing mounting and stability
 - Checking condensate drain and pan
 - Testing heating and cooling modes
 - Inspecting and cleaning filters

- **Legislation/ACOP Compliance:**

- Renewable Heat Incentive (RHI) regulations
- Electricity at Work Regulations 1989
- Workplace (Health, Safety and Welfare) Regulations 1992

6. Air Handling Units (AHUs)

- **Frequency:** Annually

- **Scope:**

- Inspection of casing, panels, and insulation
- Checking and cleaning coils, filters, and fans
- Testing electrical connections and wiring
- Verifying operation of dampers and actuators
- Inspecting condensate drain and pan
- Checking air flow rates and pressures
- Testing heating and cooling functions
- Checking control systems and sensors

- **Legislation/ACOP Compliance:**

- Workplace (Health, Safety and Welfare) Regulations 1992
- Electricity at Work Regulations 1989
- DW144 (Specification for Sheet Metal Ductwork)

7. Sewage Plant Maintenance

- **Frequency:** Annually

- **Scope:**

- Inspection and cleaning of sewage tanks
- Checking and servicing of pumps and filtration systems
- Ensuring compliance with environmental regulations
- Monitoring and managing sludge levels
- Checking for any leaks or blockages