SCHEDULE OF PLANNED MAINTENANCE TASKS FOR 27 Ellesmere Street, Manchester

2018

Allsop Lettings and Management

27 Ellesmere Street
Manchester
M15 4RZ

Prepared by the Head of BTR Mobilisation

Daily	D
Weekly	W
Fortnightly	F
Monthly	M
Quarterly	Q
Bi-annual	B
Annual	A

Item	Trade	Comments	Date of Comissioning	Maintenance Frequency	Location
1	Fire Alarm	Fire alarm system is to be tested weekly in accordance with good practice. A professional accredited firm will also be contracted to test and service the panel and system on a quarterly basis.	01/10/2018	Weekly / Quarterly	Communal Areas
2	Dry riser	Dry risers are visually checked on a weekly basis with a 6 monthly professional testing regime implemented.	01/10/2018	Biannually / Weekly	Communal Areas
3	Smoke alarm / AOVs / Actuators / CO detectors	All panels and AOVS will be tested alongside the fire alarm system.	01/10/2018	Annually	Communal Areas
4	Fire Extinguishers	Where Fire Extinguishers/equipment are deemed a requirement (subsequent to a risk assessment) suitable training will be provided as well as an annual testing regime.	01/10/2018	Annually	Plantrooms & Communal Areas
5	Emergency Lighting	Emergency lighting to be tested monthly	01/10/2018	Monthly	Common Areas
6	Domestic Cold Water System		01/10/2018	Annually	Water Tank Room
7	Water tanks treatment, Legionella tests		01/10/2018	Biannually	Water Tank Room and Outlets
8	Lightning Protection	Lightning Conductor	01/10/2018	Annually	Roof
9	Fall Protection system (Rope Access) Abseil	Further detail on the installation is TBC	01/10/2018	Biannually	All Towers - Roof
10	Syphonic Rain Water System	Further detail on the installation is TBC	01/10/2018	Annually	Plantroom
11	Above Ground Foul Drainage System		01/10/2018	Annually	Carpark
12	Air Conditioning Systems		01/10/2018	Biannually	Roofs & Carpark
13	Energy Monitoring & Metering		01/10/2018	Monthly	Plantroom
14	BMS System		01/10/2018	Annually	Plantroom
16	Small Power / Lighting and Electrical Safety Circuits	All Electrical Distribution Boards, Power & Lighting	01/10/2018	Annually	Plantrooms and Communal Areas
17	Photovoltaic System	Further detail on the installation is TBC	01/10/2018	Biannually	Roof
18	Car Charging System		01/10/2018	Annually	Car Park
19	CCTV System	Further detail on the installation is TBC	01/10/2018	Biannually	Carpark, Podium, Ground Floors
21	Pedestrian Access with Door Access control		01/10/2018	Annually	nces from Chester Rd and Ellesmere Street
22	Car-Park Gates		01/10/2018	Annually	Car Park - Entrance & Exit Gates
23	Unvented cylinders		01/10/2018	Annually	Apartments and Plantroom
24	Intruder Alarm	Concierge Front Desk	01/10/2018	Biannually	Fire Exit Gates - Controler in front desk
25	Cleaning	A high standard of communal cleaning has been provided for throughout the building. Initially cleaning standards will be managed through the use of an external 3rd party contractor. However once the hours required to maintain the highest standards are understood then it is likely we will look to employ cleaners direct.	01/10/2018	Daily (M-S)	Communal Parts
26	Gardening	An extensive landscaping budget has been allowed for within the operational budget for the building. It is imperative that standards are maintained within the entire demise of the building. Allsop plan to retain the landscaping contractor appointed by Graham Construction to ensure that the requirements of the site are maintained in line with their recommendations. This will ensure any planting is able to survive and the look of the site is maintained. This contract will include the replacement of dead plants, watering and weeding as well as regular litter picks. In addition a cleaning contractor is to be appointed whose responsibility it will be to ensure litter picking is carried out on a daily basis throughout the site including the perimeter.	01/10/2018	Weekly	Landscape/Internal Courtyard
27	Window Cleaning	Cleaning of the courtyard glass terraces where appropriate as well as ensuring the communal façade of the building looks its best to passersby and visitors.	01/10/2018	Biannually	Lobbies
28	Doors and Window	Six Monthly	01/10/2018	Annually	t Entrance Door and ground floor Terraces
29	Lift Engineers	KONE	01/10/2018	Monthly	Lifts
30	Waste/Recycling	Veolia/Local Authority	01/10/2018	Weekly	Residential bin areas
31	TV/Radio Aerials	TBC	01/10/2018	tbc	Roof/Telecoms/Risers
32	Car Charging System	TBC	01/10/2018	tbc	Car Park
33	Pest Control		01/10/2018	8 times a year	Common Parts
36	Electricity Suppier (Landlord's Supply)	Monthly reading and billing and Maintenance	01/10/2018	monthly	Landlords Supply
37	Water Suppier (Landlord's Supply)	Monthly reading and billing and Maintenance	01/10/2018	monthly	Landlords Supply
39	Telephones & Broadband (Cablecom)	Monthly reading and billing and Maintenance	01/10/2018	monthly	lephone lines - Comms room in basement.

