**PREVENTATIVE MAINTENANCE SCHEDULE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *To be customised to suit specific work environment* | | | | | | | | | |
| **WEEKLY SCHEDULE** | | | | | | | | | **DATE:** |
| **PLANNED ACTIVITY** | | **RESPONSIBILITY** | **FREQUENCY** | **M** | **T** | **W** | **T** | **F** | **COMMENTS** |
| **Maintenance Requests** | Plan and prioritise requests for maintenance work |  | Weekly |  |  |  |  |  |  |
| **Vandalism Inspection** | Inspect grounds and buildings for vandalism, graffiti, or damage |  | Weekly |  |  |  |  |  |  |
| **Waste Removal** | Place rubbish bins out for collection |  | Weekly |  |  |  |  |  |  |
| **Housekeeping** | Clean and tidy up all areas: workshop, grounds |  | Weekly |  |  |  |  |  |  |
| **Locks** | Lubricate padlocks (with graphite) subject to weather |  | Monthly |  |  |  |  |  |  |
| **Paths and Roadways** | Check paths to ensure tripping hazards are repaired. |  | Weekly |  |  |  |  |  |  |
| Clear paths of fallen branches, rubbish etc. |  | Weekly |  |  |  |  |  |  |
| **Playground Equipment** | Check all equipment for splinters, loose fastenings, depth of soft fall (minimum 200mm) under possible impact areas |  | Weekly |  |  |  |  |  |  |
| Check for any damage to surfacing (i.e. matting) |  | Weekly |  |  |  |  |  |  |
| Check for foreign objects (i.e. glass, needles, animal waste, insects etc.) |  | Weekly |  |  |  |  |  |  |
| Rake sand pits (covered) |  | Weekly |  |  |  |  |  |  |
| Check damage to ancillary equipment. (bins fencing, gates etc.) |  | Weekly |  |  |  |  |  |  |
| Rake sand pits (early learning centre / uncovered) |  | Daily |  |  |  |  |  |  |
| **Lighting** | Check all external lights to ensure are working (not flickering) |  | Weekly |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTHLY SCHEDULE** | | | | | | | | | | | | | | | | **DATE:** | |
| **PLANNED ACTIVITY** | | **RESPONSIBILITY** | **FREQUENCY** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** | | **COMMENTS** |
| **Lighting** | Check interior lighting for faulty lights. |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Clean interior and exterior lights |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| **External Buildings** | Clean all gutters |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Clean out sumps, gratings, pits, and downpipes |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Check brickwork and external timber work |  | 6 x year |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Check concrete and pavers for movement |  | 6 x year |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Cleaning / dusting of corrugated iron |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Pest control tests |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Asbestos signage is clearly displayed |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Backflow prevention devices |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Storm water pits |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| **Plumbing** | Carry out visual inspection of taps, sinks, cisterns, toilet pans, urinals and drains |  | Quarterly |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Service and clean traps to kitchen sinks and hand basins |  | Quarterly |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Change drinking water filters (Pura-Tap / chillers) |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Operate pressure release valves on Hot Water Units |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PLANNED ACTIVITY** | | **RESPONSIBILITY** | **FREQUENCY** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** | **COMMENTS** |
| **Grounds** | Check condition of fencing and gates |  | Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Automatic gates service |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service school oval (scarify, fertilize, check for divots) |  | Quarterly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fertilise lawns |  | 2 x year |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mow lawns |  | As required |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Weed and replace flower beds |  | As required |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check operation irrigation sprinklers, controllers, and valves |  | Seasonally |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Check and remove low hanging or dead tree branches |  | 2 x year |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Conduct visual inspection of all buildings and external grounds |  | Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Arborist assessment conducted on trees |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Electrical** | Conduct push button testing on all RCDs |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check all electrical outlets for damage |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Conduct 90 minute battery discharge testing on emergency/exit lights |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Test and tag all portable electrical equipment |  | As required |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Conduct 2 yearly performance tests on all RCDs |  | As required |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PLANNED ACTIVITY** | | **RESPONSIBILITY** | **FREQUENCY** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** | **COMMENTS** |
| **Internal Building** | Check and service all latches, locks, window winders, hinges, and door closers |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check operation of windows and doors |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Curtains and Blinds – check and clean |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Carpet cleaning/replacement |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check Painting/paint as required |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check tiling/repair |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bi-fold door service |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Automatic door service |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Air Conditioner Fans / Ventilation** | Clean reverse cycle air-conditioner filters |  | Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean exhaust fans, range-hoods, kilns |  | Quarterly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean ventilators |  | Quarterly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service evaporative air-conditioners pre-season (insert sterilising tablet) |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service evaporative air-conditioners post season shut-down |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service reverse cycle air-conditioners |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service and performance test fume cupboards |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service Extraction Systems |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PLANNED ACTIVITY** | | **RESPONSIBILITY** | **FREQUENCY** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** | **COMMENTS** |
| **Gas / Heating Appliances** | Service all gas equipment |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service heating units |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect flues for blockages or damage |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check/service boiling water units |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fire Safety** | Servicing of fire extinguishers |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Servicing of hose reels |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Servicing of fire blankets |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Smoke alarm systems |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Smoke control systems |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire sprinkler system |  | 6 Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Plant and Equipment** | Service lawnmower |  | Manufacturer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service tractor |  | Manufacturer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service brush cutter |  | Manufacturer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service hedge trimmer |  | Manufacturer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service trailer |  | Manufacturer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service grounds utility |  | Manufacturer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service Lifts (goods and person) |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **External Fixtures** | Anchor points on roof |  | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |