**Servicing and Inspections**

Engineer’s attendance 5.5 Hours per week - PPM visits

Office Grilles and Dampers

Thermal Imaging (Out of Hours)

Lightning Protection

Reception Door Curtain \* (Out of Hours)

Closed water system strainer clean

Water Tank (check for leaks and cleanliness of water)

Plant checks (check operation/leaks, belt, and noisy bearings)

Weekly temperature recordings (take temperature from all taps and record in log book)

Checks to sanitary ware, urinals, WC’s and taps, plumbing (check for corrosion, damage and lockages)

AHU checks (check filter condition and belt ware)

Gas valve (check operation)

Heating pumps (check for operation and change of duty)

Chilled water pumps (check for operation and change of duty)

Pressurisation unit checks (check for operation and change of duty)

Supply Fans (check operation)

Extract Fans (check operation)

BMS Controls

Gas Leak detection system

FCU Service (out of hours) 4 weekends annually.

Chiller service (out of hours)

A/C Comms Room, incl. reception (out of hours)

Hot and Cold water monitoring, chlorination and water sampling (out of hours - chlorination only)

Soil and vent pipework (check for leaks and cracks and blockages)

Eye Bolts (out of hours)

Chiller Louvre Clean undertaken in PPM visit

Boiler services

Grills and dampers (check operation)

5th Floor Gutter clean (OOH)