**General Systems Check liist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Types of System/Plant** | **Action required** | **Frequency** | **Inspection & Test by** | | **Type of**  **Inspection** |
|  |  |  |  |  |  |
| **Fire** |  |  |  |  |  |
| Fire extinguishers | Inspection Discharge (not CO2) | 12 monthly  60 monthly |  |  | Statutory |
| Fire detection & alarm systems | Functional check | Daily  Weekly |  |  | Operational |
|  | Inspection | 3 monthly |  |  | Operational |
|  | Inspect and Test | 12 monthly |  |  | Statutory |
| Smoke extract system | Simulated Test | Weekly |  |  | Operational |
| Automatic sprinkler Protection systems  Wet System | Depends on type and purpose | weekly  1 monthly |  |  | Operational  Operational |
| Escape routes  Fire Doors | Visual inspection  Auto Doors | Weekly  6 monthly |  |  | Operational  Operational |
| Fire System Risk Assessment | Risk Assessment | As specified in RA |  |  |  |
| **Domestic Cold Water** |  |  |  |  |  |
| Water for domestic use within buildings, Taps & Shower heads | Monitor water quality, Flushing & cleaning | Weekly |  |  | Operational |
| CDU Chlorination | Monitoring and cleaning & Chemical dosing | Weekly |  |  | Operational |
| Sluice/Macerators Systems | Monitoring and cleaning | Weekly |  |  | Operational |
| Commercial Laundry Dryers & Washing Machines | Monitoring and cleaning & Chemical dosing | Weekly |  |  | Operational |
| TMV | Inspection | 3 monthly |  |  | Operational |
| Drainage Interceptors | Physical Inspection | 6 months |  |  | Operational |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Types of System/Plant** | **Action required** | **Frequency** | **Inspection & Test by** | | **Type of**  **Inspection** |
|  |  |  |  |  |  |
| **Domestic Hot Water** |  |  |  |  |  |
| Hot Water for domestic use within buildings, Taps & Shower heads | Flush through little-used outlets and purge to drain, | Weekly |  |  | Operational |
|  | Dismantle, clean and descale shower heads and hoses. | 3 monthly |  |  | Operational |
|  | samples to be taken from hot water calorifiers | 6 Monthly |  |  | Operational |
| **Electrical** |  |  |  |  |  |
| Waste Electrical & Electronic Equipment  Regulations 2007 (WEEE) | ON Site Records |  |  |  | Operational |
| Electrical Installations and Equipment | Visual and functional checks | 3-­‐60 monthly |  |  | Operational |
| Portable Electrical Appliances (PAT) | Pre-use checks | At suitable intervals |  |  |  |
| Emergency Lighting | Full discharge for self-contained fitting 36 months after installation and then annually. | Monthly  12 Monthly |  |  | Operational |
| Lightning Conductors | Condition and inspection Report | 12 monthly |  |  | Operational |
| **Lifts** |  |  |  |  |  |
| Lifts, lifting equipment | Service | Monthly |  |  | Operational |
| **Heating Boilers & Gas** |  |  |  |  |  |
| Hot Water Boilers, Heating systems | Provision of written scheme of examination | 12 monthly |  |  | Operational |
| BMS Controls | Visual and functional checks | Weekly |  |  | Operational |
| Gas installation | Safety Certificate | 12 monthly |  |  | Statutory |
| Kitchen Extract | Part of Fire Risk Assessment | 12 monthly |  |  | Statutory |
| Solar Panels HWS | Visual and functional checks | Monthly |  |  | Operational |
|  |  |  |  |  |  |