



JOB:	Laurel House PPM Survey
JOB NO.:	E3027
TITLE:	PPM Schedule
STATUS:	Information
DATE:	03/02/2020

**Key:**  
1 = Essential Requirement  
2 = Necessary Requirement  
3 = Desirable Requirement

	2020	2021	2022	2023	2024	2025-2029	
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6-10	Net Report Total
Period Totals:	£ 32,225.00	£ 31,925.00	£ 22,875.00	£ 21,750.00	£ 9,525.00	£ 115,526.00	£233,826

Ref.	Main Element	Location	Task Description	Brief Details of Work Item	Priority	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6-10	Comments
<b>EXTERNALS</b>												
1.0	<b>Main Hipped Roof</b>											
1.1a	Roof Covering	All Roof Slopes	Timber hipped roof, including intersecting pitched roof with concrete ridge tiles and slate covering.	Allow for overhauling all slopes, including replacing any slipped, cracked or damaged slates to match existing in years 6-10.	3						£ 3,200.00	
1.1b	Roof Covering	All Roof Slopes	Timber hipped roof, including intersecting pitched roof with concrete ridge tiles and slate covering.	Allow for carrying out periodic check of roof slopes, including replacing any defective tiles and removing any moss and lichen growth.	2	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 1,000.00	
1.2a	Lead Flashing	Roof Abutments	Lead lined valley gutters.	Allow for inspecting leadwork and carrying out any remedial repairs/replacement where required in years 6-10.	3						£ 600.00	
1.2b	Lead Flashing	Roof Abutments	Lead lined valley gutters.	Allow for carrying out periodic clean of gutter and ensure free flowing.	2	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 500.00	
1.3	Lead Flashing	Various Locations	Lead flashing details to roof penetrations.	Allow for inspecting leadwork and carrying out any remedial repairs/replacement where required in years 6-10.	3						£ 300.00	
1.4	Fascias and Soffits	Eaves Height	uPVC fascia and soffit boards. Heavily marked and soiled throughout.	Allow for carrying out periodic deep clean of the fascia and soffit boards.	2	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 500.00	
1.5a	Gutters	Eaves Height	Powder coated aluminium box gutters. Vegetation and debris build up noted to gutters.	Allow for carrying out periodic clean of all gutters, repair gutter joints and ensure free flowing.	2	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 750.00	
1.5b	Gutters	Eaves Height	Powder coated aluminium box gutters. Minor weathering noted to gutters.	Allow for redecorating gutters in year 1 and every 3 years thereafter.	3	£ 400.00			£ 400.00		£ 800.00	
2.0	<b>East (Left) Mansard Roof</b>											
2.1a	Roof Covering	All Roof Slopes	Timber mansard roof, including intersecting pitched roofs with concrete ridge tiles and slate covering.	Allow for overhauling all slopes, including replacing any slipped, cracked or damaged slates to match existing in years 6-10.	3						£ 9,000.00	
2.1b	Roof Covering	All Roof Slopes	Timber mansard roof, including intersecting pitched roofs with concrete ridge tiles and slate covering.	Allow for carrying out periodic check of roof slopes, including replacing any defective tiles and removing any moss and lichen growth.	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 2,000.00	

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<b>Period Totals:</b>	<b>£ 32,225.00</b>	<b>£ 31,925.00</b>	<b>£ 22,875.00</b>	<b>£ 21,750.00</b>	<b>£ 9,525.00</b>	<b>£ 115,526.00</b>	<b>£233,826</b>

Ref.	Main Element	Location	Task Description	Brief Details of Work Item	Priority	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6-10	Comments
2.2a	Lead Flashing	Roof Abutments	Lead lined valley gutters.	Allow for inspecting leadwork and carrying out any remedial repairs/replacement where required in years 6-10.	3						£ 700.00	
2.2b	Lead Flashing	Roof Abutments	Lead lined valley gutters.	Allow for carrying out periodic clean of gutter and ensure free flowing.	2	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 400.00	
2.3a	Lead Flashing	Roof Abutments	Lead skew details.	Allow for inspecting and carrying out any remedial repairs/replacement, including repointing where required in years 6-10.	3						£ 500.00	
2.3b	Lead Flashing	Roof Abutments	Lead skew details.	Allow for periodic check and redress of all leadwork.	2	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 400.00	
2.4a	Lead Flashing	Intermediate Ridges	Lead apron flashing. Evidence of damp staining to ceiling tiles near the intermediate ridges in various locations.	Allow for further investigation into leaks and carry out any remedial repairs or replacement where required in year 1.	1	£ 4,000.00						
2.4b	Lead Flashing	Intermediate Ridges	Lead apron flashing.	Allow for periodic check and redress of all leadwork.	2		£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 500.00	
2.5	Lead Dormers	All Lower Roof Slopes	18No lead flat roof dormers with lead cheeks.	Allow for inspecting leadwork and carry out any remedial repairs/replacement where required in years 6-10.	3						£ 900.00	
2.6	Fascias and Soffits	Eaves Height	uPVC fascia and soffit boards. Heavily marked and soiled throughout.	Allow for carrying out periodic deep clean of the fascia and soffit boards.	3	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 1,000.00	
2.7a	Gutters	Eaves Height	Powder coated aluminium box gutters. Vegetation and debris build up noted to gutters.	Allow for carrying out periodic clean of all gutters, repair gutter joints and ensure free flowing.	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 2,500.00	
2.7b	Gutters	Eaves Height	Powder coated aluminium box gutters. Minor weathering noted to gutters.	Allow for redecorating gutters in year 1 and every three years thereafter.	3	£ 1,000.00			£ 1,000.00		£ 2,000.00	
<b>3.0</b>	<b>West (Right) Mansard Roof</b>											
3.1a	Roof Covering	All Roof Slopes	Timber mansard roof, including intersecting pitched roofs with concrete ridge tiles and slate covering.	Allow for overhauling all slopes, including replacing any slipped, cracked or damaged slates to match existing in years 6-10.	3						£ 12,000.00	
3.1b	Roof Covering	All Roof Slopes	Timber mansard roof, including intersecting pitched roofs with concrete ridge tiles and slate covering.	Allow for carrying out periodic check of roof slopes, including replacing any defective tiles and removing any moss and lichen growth.	2	£ 700.00	£ 700.00	£ 700.00	£ 700.00	£ 700.00	£ 2,800.00	

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Ref.	Main Element	Location	Task Description	Brief Details of Work Item	Priority	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6-10	Comments
3.2a	Lead Flashing	Roof Abutments	Lead lined valley gutters.	Allow for inspecting leadwork and carrying out any remedial repairs/replacement where required in years 6-10.	2						£ 750.00	
3.2b	Lead Flashing	Roof Abutments	Lead lined valley gutters.	Allow for carrying out periodic clean of gutter and ensure free flowing.	2	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 750.00	
3.3a	Lead Flashing	Roof Abutments	Lead skew details.	Allow for inspecting and carrying out any remedial repairs/replacement, including repointing where required in years 6-10.	3						£ 600.00	
3.3b	Lead Flashing	Roof Abutments	Lead skew details.	Allow for periodic check and redress of all leadwork.	2	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 400.00	
3.4a	Lead Flashing	Intermediate Ridges	Lead apron flashing. Evidence of damp staining to ceiling tiles near the intermediate ridges in various locations.	Allow for further investigation into leaks and carry out any remedial repairs or replacement where required in year 1.	1	£ 5,600.00						
3.4b	Lead Flashing	Intermediate Ridges	Lead apron flashing.	Allow for periodic check and redress of all leadwork.	2		£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 500.00	
3.5	Lead Dormers	All Lower Roof Slopes	25No lead flat roof dormers with lead cheeks.	Allow for inspecting leadwork and carry out any remedial repairs/replacement where required in years 6-10.	3						£ 1,250.00	
3.6	Fascias and Soffits	Eaves Height	uPVC fascia and soffit boards. Heavily marked and soiled throughout.	Allow for carrying out periodic deep clean of the fascia and soffit boards.	2	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 1,250.00	
3.7a	Gutters	Eaves Height	Powder coated aluminium box gutters. Vegetation and debris build up noted to gutters.	Allow for carrying out periodic clean of all gutters, repair gutter joints and ensure free flowing.	2	£ 650.00	£ 650.00	£ 650.00	£ 650.00	£ 650.00	£ 3,250.00	
3.7b	Gutters	Eaves Height	Powder coated aluminium box gutters. Minor weathering noted to gutters.	Allow for redecorating gutters in year 1 and every three years thereafter.	2	£ 1,250.00			£ 1,250.00		£ 2,501.00	
4.0	<b>North (Front) Elevation</b>											
4.1	Walls	Throughout Elevation	Cavity wall construction with a combination of facing brickwork and stonework to the external leaf. Minor areas of cracked and defective pointing at low level.	Allow for raking out and repointing all defective and missing pointing in years 2 and 6-10.	2		£ 1,000.00				£ 1,000.00	
4.2	Lead Capping	Crow Steps at High Level	Lead capping.	Allow for inspecting leadwork and carrying out any remedial repairs where/replacement required in years 6-10.	3						£ 300.00	
4.3a	Lead Flashing	Main Entrance Canopy	Lead apron flashing.	Allow for inspecting leadwork and carrying out any remedial repairs where/replacement required in years 6-10.	3						£ 300.00	

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Ref.	Main Element	Location	Task Description	Brief Details of Work Item	Priority	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6-10	Comments
4.3b	Lead Flashing	Main Entrance Canopy	Lead apron flashing.	Allow for periodic check and redress of all leadwork.	2	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 200.00	
4.4a	Canopy	Main Entrance	Main entrance canopy with slate covering, metal fascia and uPVC boards to the underside.	Allow for overhauling all slopes, including replacing any slipped, cracked or damaged slates to match existing in years 6-10.	3						£ 300.00	
4.4b	Canopy	Main Entrance	Main entrance canopy with slate covering, metal fascia and uPVC boards to the underside. Coating to metal fascia is defective and missing in areas.	Allow for redecorating metal fascia in years 2 and every 3 years thereafter.	2		£ 100.00			£ 100.00	£ 200.00	
4.5a	Doors	Main Entrance	1No Powder coated, aluminium framed entrance double doors with glazing panels.	Allow for carrying out any necessary remedial repairs in years 6-10.	3						£ 200.00	
4.5b	Doors	Main Entrance	1No Powder coated, aluminium framed entrance double doors with glazing panels.	Allow for carrying out periodic deep clean of glazing.	2	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 125.00	
4.6	Balustrade	Second Floor Windows	2No Ornamental metal balustrade.	Allow for redecorating balustrade in years 2 and every 3 years thereafter.	2		£ 100.00			£ 100.00	£ 200.00	
4.7a	Downpipes	Various Locations	2No Square aluminium downpipes.	Allow for redecorating gutters in years 1 and every 3 years thereafter.	2	£ 300.00			£ 300.00		£ 600.00	
4.7b	Downpipes	Various Locations	2No Square aluminium downpipes.	Allow for carrying out periodic flush through of all downpipes to ensure free flowing and check/refix any loose brackets and fixings.	2	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 150.00	
5.0	<b>North East Elevation</b>											
5.1	Walls	Throughout Elevation	Cavity wall construction with a combination of facing brickwork and stonework to the external leaf. Minor areas of cracked and defective pointing at low level.	Allow for raking out and repointing all defective and missing pointing in years 2 and 6-10.	2		£ 800.00				£ 800.00	
5.2	Lead Capping	Crow Steps at High Level	Lead capping.	Allow for inspecting leadwork and carrying out any remedial repairs where required in years 6-10.	3						£ 300.00	
5.3a	Downpipes	Various Locations	3No Square aluminium downpipes.	Allow for redecorating gutters in years 1 and every 3 years thereafter.	2	£ 450.00			£ 450.00		£ 900.00	
5.3b	Downpipes	Various Locations	3No Square aluminium downpipes.	Allow for carrying out periodic flush through of all downpipes to ensure free flowing.	2	£ 75.00	£ 75.00	£ 75.00	£ 75.00	£ 75.00	£ 375.00	

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6.0	<b>East Gable Elevation</b>											
6.1	Walls	Throughout Elevation	Cavity wall construction with a combination of facing brickwork and stonework to the external leaf. Minor areas of cracked and defective pointing at low level.	Allow for raking out and repointing all defective and missing pointing in years 2 and 6-10.	2		£ 300.00				£ 300.00	
6.2	Doors	First Floor	1No Timber framed fire exit door with paint finish.	Allow for redecorating door in year 2 and every 3 years thereafter.	2		£ 100.00			£ 100.00	£ 100.00	
6.3a	Windows	First & Second Floors	2No powder coated, aluminium framed windows with double glazed units. A number of windows were noted stiff or non-operational.	Allow for overhauling windows, including easing and adjusting, lubricating ironmongery and replacing any defective mastic sealant in years 2 and 6-10.	2		£ 200.00				£ 200.00	
6.3b	Windows	First & Second Floors	2No powder coated, aluminium framed windows with double glazed units.	Allow for carrying out periodic deep clean of glazing.	2	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 125.00	
6.4a	Downpipes	Various Locations	1No Square aluminium downpipe.	Allow for redecorating gutters in years 1 and every 3 years thereafter.	2	£ 100.00			£ 100.00		£ 200.00	
6.4b	Downpipes	Various Locations	1No Square aluminium downpipe.	Allow for carrying out periodic flush through of all downpipes to ensure free flowing and check/refix any loose brackets and fixings.	2	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 125.00	
7.0	<b>South East Elevation</b>											
7.1	Walls	Throughout Elevation	Cavity wall construction with a combination of facing brickwork and stonework to the external leaf. Minor areas of cracked and defective pointing at low level.	Allow for raking out and repointing all defective and missing pointing in years 2 and 6-10.	2		£ 800.00				£ 800.00	
7.2	Lead Capping	Crow Steps at High Level	Lead capping.	Allow for inspecting leadwork and carrying out any remedial repairs where required in years 6-10.	3						£ 300.00	
7.3	Doors	Ground Floor	1No Timber framed pedestrian door with paint finish.	Allow for redecorating door in year 2 and every 3 years thereafter.	2		£ 100.00			£ 100.00	£ 100.00	
7.4a	Downpipes	Various Locations	3No Square aluminium downpipes.	Allow for redecorating gutters in years 1 and every 3 years thereafter.	2		£ 450.00			£ 450.00	£ 450.00	
7.4b	Downpipes	Various Locations	3No Square aluminium downpipes.	Allow for carrying out periodic flush through of all downpipes to ensure free flowing and check/refix any loose brackets and fixings.	2	£ 75.00	£ 75.00	£ 75.00	£ 75.00	£ 75.00	£ 375.00	
8.0	<b>South (Rear) Elevation</b>											



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8.1a	Walls	Throughout Elevation	Cavity wall construction with a combination of facing brickwork and stonework to the external leaf. Isolated areas of delaminated brickwork at the base of the wall.	Allow for cutting out and replacing defective brickwork in year 2.	2		£ 300.00					
8.1b	Walls	Throughout Elevation	Cavity wall construction with a combination of facing brickwork and stonework to the external leaf. Minor areas of cracked and defective pointing at low level.	Allow for raking out and repointing all defective and missing pointing in years 2 and 6-10.	2		£ 800.00				£ 800.00	
8.1c	Walls	Throughout Elevation	Cavity wall construction with a combination of facing brickwork and stonework to the external leaf. Redundant fixture hole above ground floor window on RHS.	Allow for infilling redundant fixture hole in year 1.	2	£ 100.00						
8.2a	Doors	Ground Floor	1No powder coated, aluminium framed fire exit door with double glazing units.	Allow for carrying out any necessary remedial repairs in years 6-10.	3						£ 100.00	
8.2b	Doors	Ground Floor	1No powder coated, aluminium framed fire exit door with double glazing units.	Allow for carrying out periodic deep clean of glazing.	2	Inc. Item 8.4b	Inc. Item 8.4b	Inc. Item 8.4b	Inc. Item 8.4b	Inc. Item 8.4b	Inc. Item 8.4b	
8.3a	Curtain Wall System	Ground, First & Second Floors	2No powder coated, aluminium framed curtain wall systems with double glazed units.	Allow for overhauling windows, including easing and adjusting, lubricating ironmongery and replacing any defective mastic sealant in years 2 and 6-10.	2		£ 800.00				£ 800.00	
8.3b	Curtain Wall System	Ground, First & Second Floors	2No powder coated, aluminium framed curtain wall systems with double glazed units.	Allow for carrying out periodic deep clean of glazing.	2	Inc. Item 8.4b	Inc. Item 8.4b	Inc. Item 8.4b	Inc. Item 8.4b	Inc. Item 8.4b	Inc. Item 8.4b	
8.4a	Windows	Ground, First & Second Floors	16No powder coated, aluminium framed windows with double glazed units.	Allow for overhauling windows, including easing and adjusting, lubricating ironmongery and replacing any defective mastic sealant in years 2 and 6-10.	2		£ 1,600.00				£ 1,600.00	
8.4b	Windows	Ground, First & Second Floors	16No powder coated, aluminium framed windows with double glazed units. A number of windows were noted stiff or non-operational.	Allow for carrying out periodic deep clean of glazing.	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	
8.5a	Downpipes	Various Locations	1No Square aluminium downpipe.	Allow for redecorating gutters in years 1 and every 3 years thereafter.	2	£ 150.00			£ 150.00		£ 300.00	
8.5b	Downpipes	Various Locations	1No Square aluminium downpipe.	Allow for carrying out periodic flush through of all downpipes to ensure free flowing and check/refix any loose brackets and fixings.	2	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 125.00	

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9.0	<b>South West Elevation</b>											
9.1	Walls	Throughout Elevation	Cavity wall construction with a combination of facing brickwork and stonework to the external leaf. Minor areas of cracked and defective pointing at low level.	Allow for raking out and repointing all defective and missing pointing in years 2 and 6-10.	2		£ 1,000.00				£ 1,000.00	
9.2	Lead Capping	Crow Steps at High Level	Lead capping.	Allow for inspecting leadwork and carrying out any remedial repairs where required in years 6-10.	3						£ 300.00	
9.3	Doors	Ground Floor	1No Timber framed pedestrian door with paint finish.	Allow for redecorating door in year 2 and every 3 years thereafter.	2		£ 100.00			£ 100.00	£ 100.00	
9.4	Doors	Ground Floor	1No Timber framed louvered double doors with paint finish.	Allow for redecorating doors in year 2 and every 3 years thereafter.	2		£ 200.00			£ 200.00	£ 200.00	
9.5a	Downpipes	Various Locations	3No Square aluminium downpipes.	Allow for redecorating gutters in years 1 and every 3 years	2	£ 450.00			£ 450.00		£ 900.00	
9.5b	Downpipes	Various Locations	3No Square aluminium downpipes.	Allow for carrying out periodic flush through of all downpipes to ensure free flowing.	2	£ 75.00	£ 75.00	£ 75.00	£ 75.00	£ 75.00	£ 375.00	
10.0	<b>West Gable Elevation</b>											
10.1	Walls	Throughout Elevation	Cavity wall construction with a combination of facing brickwork and stonework to the external leaf. Minor areas of cracked and defective pointing at low level.	Allow for raking out and repointing all defective and missing pointing in years 2 and 6-10.	2		£ 300.00				£ 300.00	
10.2	Doors	First Floor	1No Timber framed fire exit door with paint finish. Timber decay noted to the base of the door.	Allow for replacing defective door in year 1 and redecorating every 3 years thereafter.	1	£ 600.00			£ 100.00		£ 100.00	
10.3a	Windows	First & Second Floors	2No powder coated, aluminium framed windows with double glazed units. A number of windows were noted stiff or non-operational.	Allow for overhauling windows, including easing and adjusting, lubricating ironmongery and replacing any defective mastic sealant in years 2 and 6-10.	2		£ 200.00				£ 200.00	
10.3b	Windows	First & Second Floors	2No powder coated, aluminium framed windows with double glazed units.	Allow for carrying out periodic deep clean of glazing.	2	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 125.00	
10.4a	Downpipes	Various Locations	1No Square aluminium downpipe.	Allow for redecorating gutters in years 1 and every 3 years thereafter.	2	£ 100.00			£ 100.00		£ 200.00	
10.4b	Downpipes	Various Locations	1No Square aluminium downpipe.	Allow for carrying out periodic flush through of all downpipes to ensure free flowing.	2	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 125.00	
11.0	<b>North West Elevation</b>											

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11.1	Walls	Throughout Elevation	Cavity wall construction with a combination of facing brickwork and stonework to the external leaf. Minor areas of cracked and defective pointing at low level.	Allow for raking out and repointing all defective and missing pointing in years 2 and 6-10.	2		£ 1,300.00				£ 1,300.00	
11.2	Lead Capping	Crow Steps at High Level	Lead capping.	Allow for inspecting leadwork and carrying out any remedial repairs where required in years 6-10.	3						£ 600.00	
11.3a	Downpipes	Various Locations	5No Square aluminium downpipes.	Allow for redecorating gutters in years 1 and every 3 years thereafter.	2	£ 750.00			£ 750.00		£ 1,500.00	
11.3b	Downpipes	Various Locations	5No Square aluminium downpipes.	Allow for carrying out periodic flush through of all downpipes to ensure free flowing.	2	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 125.00	£ 625.00	
<b>12.0</b>	<b><u>Access</u></b>											
12.1	Access Equipment	External Works	Provide safe access equipment to carry out any external maintenance and refurbishment works at high level.	Allow for scaffolding, tower scaffolding, edge protection, ladders, rope access, etc.	2	£ 10,000.00	£ 15,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 25,000.00	Consideration should be given to completing all roof and external elevation refurbishment works in years 1 and 2 in order to save on access costs.
<b>12.0</b>	<b><u>External Areas</u></b>											
12.1a	Pathways/ Stairwells	Perimeter of Property	Concrete paving slabs. A small number of paving slabs were noted cracked or damaged.	Allow for replacing any defective paving slabs in years 3 and 6-10.	2			£ 500.00			£ 500.00	
12.1b	Pathways/ Stairwells	Perimeter of Property	Concrete paving slabs. Localised areas of staining and vegetation growth between the paving slabs.	Allow for periodic power wash of paving slabs, including removing weeds, moss, debris etc.	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 1,000.00	
12.1c	Pathways/ Stairwells	Perimeter of Property	Concrete paving slabs. Yellow demarcation lines are noted faded in locations.	Allow for redecorating demarcation lines in years 3 and every 3 years thereafter.	2			£ 150.00			£ 300.00	
12.2	Handrails	Stairwells	Wrought iron handrails with paint finish.	Allow for redecorating handrails in years 3 and every 3 years thereafter.	2			£ 350.00			£ 700.00	
12.3a	Car Park Surfaces	North & East of Property	Combination of tarmac and paving block surfaces with thermoplastic lines to parking bays.	Allow for carrying remedial repairs to tarmac and paving blocks where required in years 6-10.	3						£ 1,000.00	
12.3b	Car Park Surfaces	North & East of Property	Combination of tarmac and paving block surfaces with thermoplastic lines to parking bays.	Allow for periodic power wash of paving blocks, including removing weeds, moss, debris etc.	3	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 2,500.00	
12.3c	Car Park Surfaces	North & East of Property	Thermoplastic parking bay lines beginning to show signs of fading in	Allow for relining parking bays in year 3 and every 3 years thereafter.	2			£ 1,000.00			£ 2,000.00	

DL/RM/E3036

Laurel House  
 Laurelhill Business Park  
 Stirling



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Ref.	Main Element	Location	Task Description	Brief Details of Work Item	Priority	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6-10	Comments
12.4	Kerbs	Perimeter of Car Parks	Concrete kerbs and edgings. A small number of kerbs and edgings are loose, missing or damaged.	Allow for replacing all missing and defective kerbs and edgings to match existing in year 3.	2			£ 500.00				
12.5	Retaining Wall	East Car Park	Crib lock retaining wall. Overgrown and dead vegetation noted throughout.	Allow for carrying out periodic maintenance, including removing all overgrown and dead shrub branches.	2	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 1,500.00	
12.6	Boundary Wall	North East of Property	Stone boundary wall. Localised areas of missing and defective pointing present to wall.	Allow for raking out and repointing all defective and missing pointing in year 3 and 6-10.	2			£ 1,500.00			£ 1,500.00	
12.7	Boundary Fencing	South & West of Property	Timber post and wire boundary fencing. Sections of the fence on to the west of the property are noted damaged.	Allow for replacing all defective sections of fencing in year 3.	2			£ 500.00				
12.8a	Soft Landscaping	North, South & West of Property	Grassed areas, including plants and hedges. Signs of flooding to the grassed area in front of the north west elevation.	Allow for installing land drainage system/water diversion in year 3.	2			£ 10,000.00				
12.8b	Soft Landscaping	North, South & West of Property	Grassed areas, including plants and hedges.	Allow for carrying out periodic soft landscaping maintenance, including removing waste and debris, pruning and fertilization etc.	2	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.

**INTERNAL COMMON AREAS**

<b>13.0</b>	<b>Entrance/Lobbies</b>											
13.1	Ceilings	Ground to Second Floors	Metal suspended ceiling grid with mineral fibre lay in tiles.	Allow for replacing any marked or stained mineral fibre tiles in year 4.	3				£ 200.00			
13.2	Walls	Ground to Second Floors	Solid masonry walls with plasterboard lining and wallpaper finish.	Allow for carrying our repairs to loose joints in year 4.	3				£ 150.00			
13.3a	Floors	Ground to Second Floors	Solid concrete floor construction with a combination of broadloom carpet and porcelain floor tiles to the ground floor lobby. Localised areas of hairline cracking to floor tiles.	Allow for replacing all cracked and defective floor tiles in year 4.	2				£ 500.00			
13.3b	Floors	Ground to Second Floors	Solid concrete floor construction with a combination of broadloom carpet and porcelain floor tiles to the ground floor lobby. Carpet generally marked, soiled and trafficked in areas.	Allow for replacing broadloom carpet in year 4.	2				£ 1,250.00			

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Ref.	Main Element	Location	Task Description	Brief Details of Work Item	Priority	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6-10	Comments
13.3c	Floors	Ground to Second Floors	Solid concrete floor construction with a combination of broadloom carpet and porcelain floor tiles to the ground floor lobby. Carpet generally marked, soiled and trafficked in areas.	Allow for periodic deep clean.	3	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 500.00	
13.4	Joinery	Ground to Second Floors	Timber architraves and skirtings.	Allow for redecorating joinery items in year 4 and every 3-5 years thereafter.	3				£ 500.00		£ 500.00	
13.5	Doors	Ground to Second Floors	2No timber framed double doors with side panels and fanlights on ground floor.	Allow for redecorating doors items in year 4 and every 3-5 years thereafter.	3				£ 300.00		£ 300.00	
<b>14.0</b>	<b>Ground to Second Floor Stairs &amp; Landings</b>											
14.1	Ceilings	Ground to Second Floors	Metal suspended ceiling grid with mineral fibre lay in tiles.	Allow for replacing any marked or stained mineral fibre tiles in year 4.	3				£ 50.00			
14.2	Walls	Ground to Second Floors	Solid masonry walls with plasterboard lining and wallpaper finish.	Allow for carrying our repairs to loose joints in year 4.	3				£ 200.00			
14.3a	Stairwell & Landings	Ground to Second Floors	Precast concrete stairwell with carpet covering and aluminium anti-slip nosings. Carpet generally marked, soiled and trafficked in areas.	Allow for replacing broadloom carpet in year 4.	3				£ 900.00			
14.3b	Stairwell & Landings	Ground to Second Floors	Precast concrete stairwell with carpet covering and aluminium anti-slip nosings. Carpet generally marked, soiled and trafficked in areas.	Allow for periodic deep clean.	2	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 250.00	
14.4	Joinery	Ground to Second Floors	Timber window sills, architraves and skirtings.	Allow for redecorating joinery items in year 4 and every 3-5 years thereafter.	3				£ 200.00		£ 200.00	
14.5	Handrail & Balustrade	Ground to Second Floors	Metal handrails and balustrade with paint finish over.	Allow for redecorating handrails and balustrade in year 4 and every 3-5 years thereafter.	3				£ 300.00		£ 300.00	
<b>15.0</b>	<b>Accessible WC</b>											
15.1	Ceilings	Ground Floor	Plasterboard lining with paint finish over.	Allow for replacing any marked or stained mineral fibre tiles in year 4.	3				Inc. item 16.1		£ 25.00	
15.2	Walls	Ground Floor	Solid masonry walls with ceramic wall tiles.	Allow for periodic deep clean.	3	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 125.00	
15.3	Floor	Ground Floor	Solid concrete floor construction with quarry tile finish.	Allow for periodic deep clean.	3	Inc. item 15.2	Inc. item 15.2	Inc. item 15.2	Inc. item 15.2	Inc. item 15.2	Inc. item 15.2	
15.4	Joinery	Ground Floor	Timber architraves and skirtings.	Allow for redecorating joinery items in year 4 and every 3-5 years thereafter.	3				£ 25.00		£ 25.00	

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Ref.	Main Element	Location	Task Description	Brief Details of Work Item	Priority	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6-10	Comments
15.5	Door	Ground Floor	1No flush timber solid core door.	Allow for redecorating doors items in year 4 and every 3-5 years thereafter.	3				£ 50.00		£ 50.00	
15.6	Sanitaryware	Ground Floor	Vitreous china WC and wash hand basin.	Allow for periodic deep clean.	3	Inc. item 15.2	Inc. item 15.2	Inc. item 15.2	Inc. item 15.2	Inc. item 15.2	Inc. item 15.2	
16.0	<b>Female Toilets</b>											
16.1	Ceilings	Ground to Second Floors	Metal suspended ceiling grid with mineral fibre lay in tiles.	Allow for replacing any marked or stained mineral fibre tiles in year 4.	3				£ 200.00			
16.2a	Walls	Ground to Second Floors	Solid masonry walls with a combination ceramic wall tiles and laminate panels concealing WC system and washhand basin drainage pipework. A number of ceramic tiles are noted cracked or missing.	Allow for replacing all defective and missing ceramic wall tiles in year 1.	2	£ 100.00						
16.2b	Walls	Ground to Second Floors	Solid masonry walls with a combination ceramic wall tiles and laminate panels concealing WC system and washhand basin drainage pipework. Sections of the laminate panels concealing the WC system are damaged or missing.	Allow for replacing damaged or missing laminate panels in year 1.	2	£ 500.00						
16.2b	Walls	Ground to Second Floors	Solid masonry walls with a combination ceramic wall tiles and laminate panels concealing WC system and washhand basin drainage pipework.	Allow for periodic deep clean.	3	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 750.00	
16.3	Floor	Ground to Second Floors	Solid concrete construction with vinyl floor covering. Vinyl generally marked, soiled and trafficked.	Allow for periodic deep clean and replace vinyl floor covering in year 4.	3	Inc. Item 16.2c	Inc. Item 16.2c	Inc. Item 16.2c	Inc. Item 16.2c	Inc. Item 16.2c	Inc. Item 16.2c	
16.4	Joinery	Ground to Second Floors	Timber architraves.	Allow for redecorating joinery items in year 4 and every 3-5 years thereafter.	3				£ 50.00		£ 50.00	
16.5	Door	Ground to Second Floors	6No flush timber solid core doors.	Allow for redecorating doors items in year 4 and every 3-5 years thereafter.	3				£ 300.00		£ 300.00	
16.6a	Sanitaryware	Ground to Second Floors	Vitreous china WCs and wash hand basins. 1No WC on the second floor is noted non-operational.	Allow for overhauling WC, including inspecting, carrying out any necessary remedial repairs and leaving in good working order.	2	£ 100.00						
16.6b	Sanitaryware	Ground to Second Floors	Vitreous china WCs and wash hand basins.	Allow for periodic deep clean.	3	Inc. Item 16.2c	Inc. Item 16.2c	Inc. Item 16.2c	Inc. Item 16.2c	Inc. Item 16.2c	Inc. Item 16.2c	
17.0	<b>Male Toilets</b>											

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Ref.	Main Element	Location	Task Description	Brief Details of Work Item	Priority	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6-10	Comments
17.1	Ceilings	Ground to Second Floors	Metal suspended ceiling grid with mineral fibre lay in tiles.	Allow for replacing any marked or stained mineral fibre tiles in year 4.	3				£ 200.00			
17.2a	Walls	Ground to Second Floors	Solid masonry walls with a combination ceramic wall tiles and laminate panels concealing WC system and washhand basin drainage pipework. A number of ceramic tiles are noted cracked or missing.	Allow for replacing all defective and missing ceramic wall tiles in year 1.	2	£ 100.00						
17.2b	Walls	Ground to Second Floors	Solid masonry walls with a combination ceramic wall tiles and laminate panels concealing WC system. A number of ceramic tiles are noted cracked or missing.	Allow for periodic deep clean.	3	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 750.00	
17.3	Floor	Ground to Second Floors	Solid concrete construction with vinyl floor covering. Vinyl generally marked, soiled and trafficked.	Allow for periodic deep clean and replace vinyl floor covering in year 4.	3	Inc. Item 17.2b	Inc. Item 17.2b	Inc. Item 17.2b	Inc. Item 17.2b	Inc. Item 17.2b	Inc. Item 17.2c	
17.4	Joinery	Ground to Second Floors	Timber architraves.	Allow for redecorating joinery items in year 4 and every 3-5 years thereafter.	3				£ 50.00		£ 50.00	
17.5	Door	Ground to Second Floors	6No flush timber solid core doors.	Allow for redecorating doors items in year 4 and every 3-5 years thereafter.	3				£ 300.00		£ 300.00	
17.6	Sanitaryware	Ground to Second Floors	Vitreous china urinals, WCs and wash hand basins.	Allow for periodic deep clean.	3	Inc. Item 17.2b	Inc. Item 17.2b	Inc. Item 17.2b	Inc. Item 17.2b	Inc. Item 17.2b	Inc. Item 17.2c	
<b>18.0</b>	<b><u>East Fire Escape Stairwell</u></b>											
18.1	Ceilings	First to Second Floors	Metal suspended ceiling grid with mineral fibre lay in tiles.	Allow for replacing any marked or stained mineral fibre tiles in year 4.	3				£ 50.00			
18.2	Walls	First to Second Floors	Solid masonry walls with plasterboard lining and wallpaper finish.	Allow for carrying our repairs to loose joints in year 4.	3				£ 200.00			
18.3a	Stairwell & Landings	First to Second Floors	Precast concrete stairwell with vinyl floor covering and aluminium anti-slip nosings. Vinyl generally marked, soiled and trafficked in areas.	Allow for replacing vinyl floor covering in year 4.	3				£ 800.00			
18.3b	Stairwell & Landings	First to Second Floors	Precast concrete stairwell with vinyl floor covering and aluminium anti-slip nosings. Vinyl generally marked, soiled and trafficked in areas.	Allow for periodic deep clean.	2	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 125.00	
18.4	Handrails & Balustrade	First to Second Floors	Metal handrails and balustrade with paint finish over.	Allow for redecorating handrails and balustrade in year 4 and every 3-5 years thereafter.	3				£ 150.00		£ 150.00	
18.5	Joinery	First to Second Floors	Timber window sills, architraves and skirtings.	Allow for redecorating joinery items in year 4 and every 3-5 years thereafter.	3				£ 100.00			

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19.0	<b>West Fire Escape Stairwell</b>											
19.1	Ceilings	First to Second Floors	Metal suspended ceiling grid with mineral fibre lay in tiles.	Allow for replacing any marked or stained mineral fibre tiles in year 4.	3				£ 50.00			
19.2	Walls	First to Second Floors	Solid masonry walls with plasterboard lining and wallpaper finish.	Allow for carrying our repairs to loose joints in year 4.	3				£ 200.00			
19.3a	Stairwell & Landings	First to Second Floors	Precast concrete stairwell with vinyl floor covering and aluminium anti-slip nosings. Vinyl generally marked, soiled and trafficked in areas.	Allow for periodic deep clean and replace vinyl floor covering in year 4.	3				£ 800.00			
19.3b	Stairwell & Landings	First to Second Floors	Precast concrete stairwell with vinyl floor covering and aluminium anti-slip nosings. Vinyl generally marked, soiled and trafficked in areas.	Allow for periodic deep clean.	2	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 125.00	
19.4	Handrails & Balustrade	First to Second Floors	Metal handrails and balustrade with paint finish over.	Allow for redecorating handrails and balustrade in year 4 and every 3-5 years thereafter.	3				£ 150.00		£ 150.00	
19.5	Joinery	First to Second Floors	Timber architraves and skirtings.	Allow for redecorating joinery items in year 4 and every 3-5 years thereafter.	3				£ 100.00			
<b>MECHANICAL &amp; ELECTRICAL INSTALLATIONS</b>												
20.0	<b>Mechanical Installations</b>											



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20.1	Gas Fired Boiler	Ground Floor Plant Room	Maintenance and testing to Wessex ModuMax Modular Gas Boiler and all associated pipework.	Annual boiler inspection and Gas Test Certificate (check boiler, pipework, and flue are all installed correctly internally and externally. Proper ventilation, the flame within the boiler, and signs of corrosion and leaks also checked).	1	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.
20.2	Supply & Extract Fans	Throughout All Lobbies & WCs	The extract fans to be maintained as per manufacturers recommendations.	Annual extract fan maintenance and testing.	2	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.
20.3	Cold water storage tank	Attic Space	Tanks maintenance should be carried as per manufacturers instruction and recommendations.	Annual water tank inspection (check ball valves and other fittings, cleanless of the tanks and inspect the tank externally for leakage).	1	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.
20.4	Legionella Testing	Attic Space	Legionella testing.	Annual legionella testing to be carried out to all cold water systems.	1	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.
<b>21.0</b>	<b>Electrical Installations</b>											
21.1	General Internal Lighting	Throughout Common Areas	Replacement of defective lamps / ballasts.	Replacement of failed lamps when necessary.	2	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.
21.2	Car Park /External Lighting	Car park & External Areas	Replacement of defective lamps / ballasts.	Replacement of failed lamps when necessary.	2	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.
21.3	Emergency Lighting	Throughout Common Areas	Maintenance and testing to be carried out as per manufacturers recommendations.	Weekly, 3 monthly, 6 monthly and yearly tests.	1	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.
21.4	Electrical Mains Distribution	Ground Floor Plant Room	Electrical fixed wire testing to all distribution boards and switchboards.	General maintenance associated with electrical distribution installation. Fixed wire testing is due to be carried out every 5 years and periodic general repairs.	1	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.
21.5	Fire Alarm System	Throughout	Maintenance and testing to be carried out as per manufacturers recommendations	Weekly, 3 monthly, 6 monthly and 12 monthly tests of accessories, and cabling.	1	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.
21.6	Intruder Alarm System	Throughout	Maintenance and testing to be carried out as per manufacturers recommendations	Weekly, 3 monthly, 6 monthly and 12 monthly tests of accessories and cabling.	2	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.
21.7	Door Access System	Throughout	Maintenance and testing to be carried out as per manufacturers recommendations	Weekly, 3 monthly, 6 monthly and 12 monthly tests of accessories and cabling.	2	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.
21.8	Elevator	Ground to Second Floor	Elevator maintenance.	Annual maintenance and testing to be carried out as per LOLER	1	£ -	£ -	£ -	£ -	£ -	£ -	Costs included in service charge budget.