

TINGEWICK PARISH COUNCIL

Asset Inspection & Maintenance Schedule at 01.04.16

Asset type	No.	Inspection				Maintenance requirement			
		Frequency	Type	By whom	Date	Frequency	Type	By whom	Date
Lampposts	29	Six-monthly	Visual	T Lightfoot	June 2016	As required	Repair	Aylesbury Mains	
Lamps only	44	Six-monthly	Visual	T Lightfoot	June 2016	As required	Replace bulbs	Aylesbury Mains	
Bins	15	Six-monthly	Visual	M Hornsey	June 2016	As required	Repair as needed	Contractor	
Salt and grit bins	8	Six monthly	Visual	M Hornsey	June 2016	As required	Repair as needed	Contractor	
Seats and benches	11	Monthly	Visual	M Hornsey	June 2016	As required	Repair as needed	Contractor	
Notice boards	2	As used	Visual	D Rogers	Ongoing	As required	Clean glass	D Rogers	
Christmas tree bulb set	1	Annual	Safety check	Contractor	Dec 2016	Annual	Replace bulbs	Contractor	
Filing cabinet	1	As used	Visual	D Rogers	Ongoing	As required	Repair as needed	D Rogers	
Westwood mower	1	Before use	Oil, etc	Mr Styles	Ongoing	Annual	Service	Main agent	
Mountfield mower	1	Before use	Oil, etc	Mr Styles	Ongoing	Annual	Service	Main agent	
Brush cutter	2	Before use	Oil, etc	Mr Styles	Ongoing	Annual	Service	Main agent	
Basketball pitch & sleeve	1	Monthly Annual	Visual Safety check	M Hornsey Wicksteed	Monthly Feb 2017	Monthly As required	Repair as needed Repair as needed	M Hornsey Contractor	
Footpath signs	20	Annual	Visual	S Churchfield	April 2017	As required	Repair as needed	Contractor	
Computer (Laptop)	1	As used	Visual	D Rogers	Ongoing	Monthly	Virus check	D Rogers	
Seats	3	Monthly	Visual	M Hornsey	Monthly	As required	Repair as needed	Contractor	
Pavilion	1	Six monthly	Visual	R Fenemore	June 16	As required	Repair as needed	Contractor	
Playground equipment set (Main Street)	1	Monthly Annual	Visual Safety check	M Hornsey Wickstead/ ROSPA	Ongoing Feb 17	As required Annual	Repair as needed Repair as needed	M Hornsey Contractor	
Playground equipment set (Recreation Ground)	1	Monthly Annual	Visual Safety check	M Hornsey Wickstead/ ROSPA	Ongoing Feb 17	As required Annual	Repair as needed Repair as needed	M Hornsey Contractor	
Cemetery Chapel	1	Annual	Visual	P Swinburne	Dec 16	As required	Repair as needed	Contractor	
Toilet block	1	Annual	Visual	R Fenemore	Dec 16	As required	Repair as needed	Contractor	
Bus shelter	2	Six monthly	Visual	M Hornsey	Dec 16	As required	Repair as needed	Contractor	
Cleaning		Monthly	Visual		Monthly	As required	Clean as needed	Contractor	
Data Projector	1	As used	Visual	P Smith	Dec 16	As required	Repair as needed	Specialist	
RISK ASSESSMENT ACTIONS									
Cemetery	Ensure controls and regulations reviewed and regulations displayed							P Swinburne	
	Review maintenance standards and make periodic checks on work carried out annually (conifers/yews)							P Swinburne	
	Perform annual safety survey on headstones and kerbstones Review fees annually							P Swinburne Parish Council	
Computer	Ensure all data is backed up on appropriate media at monthly intervals							D Rogers	
Administration	Ensure contracts of employment issued to all staff and review annually Ensure meetings summonses, agendas and minutes are issued on time, and meetings are quorate, minutes signed by Chairman, filed and circulated							D Rogers/ P Smith	
Open spaces/ play areas/pond	Ensure periodic safety checks and display of any appropriate signage. Daily inspection of life saving equipment.							S Churchfield / ROSPA and/or Wickstead	
Insurance	Ensure that adequate Public Liability and asset insurances are in place							D Rogers	
Sudden Departure of Clerk	The Chair holds a document stating how all information and property held by the Clerk can be accessed/recovered							D Rogers and P Smith	
Overall	Review all maintenance and risk assessment actions at six-monthly intervals							Council	