

| | | | | | | | | | |
|----------------|---|---------|--------|------------|---------|-------------|------------------|------------|--|
| Data Projector | 1 | As used | Visual | S Chandler | Ongoing | As required | Repair as needed | Contractor | |
|----------------|---|---------|--------|------------|---------|-------------|------------------|------------|--|

| Asset type | No. | Inspection | | | | Maintenance requirement | | | |
|--|-----|-------------------|------------------------|------------------------|-----------------------|----------------------------|--------------------------------------|--------------------------|------|
| | | Frequency | Type | By whom | Date | Frequency | Type | By whom | Date |
| Lampposts | 29 | Six-monthly | Visual | T Lightfoot | June 2018 | As required | Repair | Aylesbury Mains | |
| Lamps only | 44 | Six-monthly | Visual | T Lightfoot | June 2018 | As required | Replace bulbs | Aylesbury Mains | |
| Bins | 16 | Six-monthly | Visual | M Hornsey | June 2018 | As required | Repair as needed | Contractor | |
| Salt and grit bins | 8 | Six monthly | Visual | M Hornsey | June 2018 | As required | Repair as needed | Contractor | |
| Seats and benches | 11 | Monthly | Visual | M Hornsey | June 2018 | As required | Repair as needed | Contractor | |
| Notice boards | 1 | As used | Visual | S Chandler | Ongoing | As required | Clean glass | S Chandler | |
| Christmas tree bulb set | 1 | Annual | Safety check | Contractor | Dec 2018 | Annual | Replace bulbs | Contractor | |
| Filing cabinet | 1 | As used | Visual | S Chandler | Ongoing | As required | Repair as needed | S Chandler | |
| Westwood mower | 1 | Before use | Oil, etc | Mr Styles | Ongoing | Annual | Service | Main agent | |
| Mounfield 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 Wickstead | Ongoing April 2018 | As required As required | Repair as needed Repair as needed | Contractor Contractor | |
| Footpath signs | 20 | Annual | Visual | S Churchfield | April 2018 | As required | Repair as needed | Contractor | |
| Computer (Laptop) | 1 | As used | Visual | S Chandler | Ongoing | Monthly | Virus check | S Chandler | |
| Seats | 3 | Monthly | Visual | M Hornsey | Ongoing | As required | Repair as needed | Contractor | |
| Pavilion | 1 | Six monthly | Visual | R Fenemore | June 2018 | As required | Repair as needed | Contractor | |
| Toilet block | 1 | Annual | Visual | R Fenemore | June 2018 | As required | Repair as needed | Contractor | |
| Playground equipment set (Main Street) | 1 | Monthly Annual | Visual Safety check | M Hornsey Wickstead | Ongoing April 2018 | As required Annual | Repair as needed Repair as needed | Contractor Contractor | |
| Playground equipment set (Recreation Ground) | 1 | Monthly Annual | Visual Safety check | M Hornsey Wickstead | Ongoing April 2018 | As required Annual | Repair as needed Repair as needed | Contractor Contractor | |
| Cemetery Chapel | 1 | Annual | Visual | P Swinburne | Dec 2018 | As required | Repair as needed | Contractor | |
| Bus Shelter | 2 | Six Monthly | Visual | M Hornsey | Dec 2018 | As required | Repair as needed | Contractor | |

TINGEWICK PARISH COUNCIL

Asset Inspection & Maintenance Schedule at 01.04.18

| 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 |
| Computer | Perform annual safety survey on headstones and kerbstones | | P Swinburne |
| | Review fees annually | | Parish Council |
| Administration | Ensure all data is backed up on appropriate media at monthly intervals | | S Chandler |
| Open spaces/ play areas/pond | Ensure contracts of employment issued to all staff and review annually | | S Chandler |
| | Ensure meetings summonses, agendas and minutes are issued on time, and meetings are quorate, minutes signed by Chairman, filed and circulated | | |
| Insurance | Ensure periodic safety checks and display of any appropriate signage. Daily inspection of life saving equipment. | | S Churchfield / M Hornsey / Wickstead |
| Sudden Departure of Clerk | Ensure that adequate Public Liability and asset insurances are in place | | S Chandler |
| Overall | The Chair holds a document stating how all information and property held by the Clerk can be accessed/recovered | | S Chandler and T Lightfoot |
| | Review all maintenance and risk assessment actions at six-monthly intervals | | Council |