



# **Bradford Halls of Residence**

**Digital PPM Information**

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**SOTERweb Demonstration**

**Publication Date: Tuesday 14 March 2023**

**Uncontrolled Document if Printed**

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EXAMPLE

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# Building Particulars

**Building:** Bradford Halls of Residence

**Address:** 1 Wellands Street  
Long Field  
Bradford  
BD10 9ED

**Client:** SOTERweb Demonstration

**Site:** Avery Hill Campus

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<b>Year Build:</b>	1975	<b>No of Basements:</b>	1
<b>Gross Int Area:</b>	2,000 m <sup>2</sup>	<b>No of Floors:</b>	6
<b>Occupied Hrs:</b>	24 Hours	<b>No of Roofs:</b>	2
<b>Notes:</b>	Fire Alarm System Upgrade on 12/03/2019		

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EXAMPLE

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# INTRODUCTION

The PPM Logbook is a valuable tool for managing building assets and implementing a planned preventive maintenance program. It provides real-time data in a user-friendly format and includes essential information about service level agreements, maintenance and inspection frequency, and specific requirements or standards that need to be met. The logbook follows the PPM approach, which encompasses all the scheduled tasks and maintenance works required to keep the building comfortable, clean, and safe while ensuring that the equipment and plant are serviced and maintained in accordance with the manufacturer's recommendations.

According to CIBSE Guide M: Maintenance Engineering and Management, the PPM Logbook should include detailed information about the building assets, including their location, type, and condition. It should also include a comprehensive maintenance schedule, outlining the frequency and type of maintenance required for each asset. The logbook should identify any hazards associated with the equipment and provide a record of any incidents, including details of corrective actions taken.

The PPM Logbook is an essential resource for building occupants, Estates Department representatives, contractors, enforcement agencies, and auditors, providing both current and past maintenance data for each item. This information enables all parties to work together effectively to maintain the building and its assets, prolonging the life of the asset and meeting legal requirements.

It's worth noting that the PPM Logbook does not detail or record inspections and activities assigned to operational staff and/or undertaken by caretakers. This logbook is designed specifically for use within the organisation's premises. A full list of all building assets and services, including a full historical record of each asset, is held by Estates Department on SOTERweb, an electronic system administered by Estates Department.

In conclusion, the PPM Logbook is a vital component of a planned preventive maintenance program, providing a comprehensive overview of building assets and maintenance requirements. It helps the university to manage their building assets efficiently, minimise unplanned disturbances, and prolong the life of the asset.

# 1. FIRE SAFETY

## 1.1 Fire Alarm System

A properly maintained and functioning fire alarm system is essential for ensuring the safety of everyone in our university. It is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005 and Building Regulations to install fire alarm systems, regularly inspect, test, and maintain them. This is to ensure the safety of students, staff, and visitors alike.

According to CIBSE Guide E: Fire Engineering, a fire alarm system should be designed, installed, commissioned, and maintained in accordance with BS 5839-1:2017. The standard provides recommendations for the design, installation, commissioning, and maintenance of fire detection and fire alarm systems in buildings. The standard also outlines the minimum levels of performance for fire detection and alarm systems in different types of buildings.

In compliance with these regulations and standards, the fire alarm system in this building is tested and maintained regularly. Our maintenance contractor has agreed to a Service Level Agreement (SLA) that outlines clear expectations for the level of service required. This includes the frequency of inspections and tests, response time for emergency call-outs, and any additional services needed.

Regular testing and maintenance of fire alarm systems help to identify any faults or defects and ensure that the system operates correctly in an emergency. It also helps to ensure that false alarms are minimised, reducing disruption to the building occupants and emergency services.

In summary, a properly maintained and functioning fire alarm system is crucial for ensuring the safety of everyone in a university setting. Compliance with the regulations and standards, including the BS 5839-1:2017, is essential to ensure the fire alarm system is appropriately designed, installed, commissioned, and maintained. Regular testing and maintenance are critical for identifying faults or defects, minimising false alarms, and ensuring the system operates correctly in an emergency. The SLA with the maintenance contractor outlines clear expectations for the level of service required.

### The Fire Alarm is serviced twice a year by:

Company	Telephone	Emergency Tel	Email
DRP Products	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-FASM

P-BRA040-FASM

### Fire Alarm Asset List

Reference	Description	Location
BRA040-FASM-000002	Heat Detector	Communal Room/Rest Room
BRA040-FASM-000003	Heat Detector	Front Main Office
BRA040-FASM-000004	Heat Detector	ADC Office
BRA040-FASM-000005	Heat Detector	Kitchen
BRA040-FASM-000006	Heat Detector	Unisex Toilet and Shower Room
BRA040-FASM-000007	Heat Detector	Shower Room Only
BRA040-FASM-000008	Heat Detector	Unisex Toilet Only

BRA040-FASM-000009	Heat Detector	Server Room
BRA040-FASM-000010	Heat Detector	1st Station Corridor
BRA040-FASM-000011	Heat Detector	1st Station Corridor
BRA040-FASM-000012	Heat Detector	2nd Station Corridor
BRA040-FASM-000013	Heat Detector	2nd Station Corridor
BRA040-FASM-000014	Heat Detector	Cleaners / Chemical Cupboard
BRA040-FASM-000015	Heat Detector	Cleaners / Chemical Cupboard
BRA040-FASM-000016	Heat Detector	Disabled Shower Toilet Room
BRA040-FASM-000017	Heat Detector	Disabled Shower Toilet Room
BRA040-FASM-000018	Heat Detector	BA Room
BRA040-FASM-000019	Heat Detector	BA Room
BRA040-FASM-000020	Heat Detector	3rd Station - Corridor
BRA040-FASM-000021	Heat Detector	3rd Station - Corridor
BRA040-FASM-000022	Heat Detector	Sleep Bay 1
BRA040-FASM-000023	Heat Detector	Sleep Bay 1
BRA040-FASM-000024	Heat Detector	Sleep Bay 2
BRA040-FASM-000025	Heat Detector	Sleep Bay 2
BRA040-FASM-000026	Heat Detector	Sleep Bay 3
BRA040-FASM-000027	Heat Detector	Sleep Bay 3
BRA040-FASM-000028	Heat Detector	Sleep Bay 3
BRA040-FASM-000029	Heat Detector	Sleep Bay 3
BRA040-FASM-000030	Heat Detector	Gym
BRA040-FASM-000031	Heat Detector	Gym
BRA040-FASM-000032	Heat Detector	APP BAY DOORS FRONT RHS
BRA040-FASM-000033	Heat Detector	APP BAY DOORS FRONT LHS
BRA040-FASM-000034	Heat Detector	Plant Room
BRA040-FASM-000035	Manual Call Point	Front Entrance/Sign In Room
BRA040-FASM-000036	Manual Call Point	1st Station Corridor
BRA040-FASM-000037	Manual Call Point	3rd Station Corridor
BRA040-FASM-000038	Manual Call Point	BA Room
BRA040-FASM-000039	Manual Call Point	Server Room
BRA040-FASM-000040	Manual Call Point	Gym
BRA040-FASM-000041	Manual Call Point	Plant Room
BRA040-FASM-000042	Manual Call Point	YIC- AWC
BRA040-FASM-000043	Manual Call Point	YIC-Corridor
BRA040-FASM-000044	Sounder	2nd Station Corridor
BRA040-FASM-017522	Smoke Detectors	BS:Electrical Switchroom
BRA040-FASM-017523	Smoke Detectors	BS:Pump Room
BRA040-FASM-017524	Smoke Detectors	BS:Car Park
BRA040-FASM-017525	Smoke Detectors	BS:Waste Storage Area
BRA040-FASM-017526	Smoke Detectors	BS:Lift Motor Room
BRA040-FASM-017527	Smoke Detectors	2F:Open Plan Area
BRA040-FASM-017528	Smoke Detectors	2F:WC Female
BRA040-FASM-017529	Smoke Detectors	2F:WC Male
BRA040-FASM-017530	Smoke Detectors	2F:WC Disabled
BRA040-FASM-017531	Smoke Detectors	2F:Office
BRA040-FASM-017532	Smoke Detectors	2F:Kitchenette
BRA040-FASM-017533	Smoke Detectors	2F:Meeting Room

BRA040-FASM-017534	Smoke Detectors	2F:Small Meeting Room
BRA040-FASM-017535	Smoke Detectors	2F:District Manager Office
BRA040-FASM-017536	Smoke Detectors	1F:Store Room
BRA040-FASM-017537	Smoke Detectors	1F:Kitchen/Breakout Area
BRA040-FASM-017538	Smoke Detectors	GF:Reception/Waiting Area
BRA040-FASM-017539	Smoke Detectors	GF:Corridor
BRA040-FASM-017540	Smoke Detectors	1F:ADJ Kitchen/Breakout Area
BRA040-FASM-017541	Smoke Detectors	1F:Corridor
BRA040-FASM-017542	Smoke Detectors	1F:TV Room
BRA040-FASM-017543	Smoke Detectors	1F:Rest Room
BRA040-FASM-017544	Smoke Detectors	1F:Rest Room
BRA040-FASM-017545	Smoke Detectors	1F:Rest Room
BRA040-FASM-017546	Smoke Detectors	1F:Rest Room
BRA040-FASM-017547	Smoke Detectors	1F:Rest Room
BRA040-FASM-017548	Smoke Detectors	1F:Cleaners Store
BRA040-FASM-017549	Smoke Detectors	1F:Snooker/TV Room
BRA040-FASM-017550	Smoke Detectors	1F:WC Female
BRA040-FASM-017551	Smoke Detectors	GF:Plant Room
BRA040-FASM-017552	Smoke Detectors	GF:Reception Area
BRA040-FASM-017553	Smoke Detectors	GF:General Office
BRA040-FASM-017554	Smoke Detectors	GF:Watch Manager Office
BRA040-FASM-017555	Smoke Detectors	GF:Simon Manager Office
BRA040-FASM-017556	Smoke Detectors	GF:Kit Room
BRA040-FASM-017557	Smoke Detectors	GF:Kit Room
BRA040-FASM-017558	Smoke Detectors	GF:Battery Charger Store
BRA040-FASM-017559	Smoke Detectors	GF:Comms Room
BRA040-FASM-017560	Smoke Detectors	GF:Garage
BRA040-FASM-017561	Smoke Detectors	GF:Gymnasium
BRA040-FASM-017562	Smoke Detectors	GF:Compressor Room
BRA040-FASM-017563	Smoke Detectors	GF:Store Room
BRA040-FASM-017564	Smoke Detectors	GF:Compressor
BRA040-FASM-017565	Smoke Detectors	GF:Sprinkler Room
BRA040-FASM-017566	Smoke Detectors	GF:Community Room
BRA040-FASM-017567	Smoke Detectors	GF:Community Room
BRA040-FASM-017568	Smoke Detectors	GF:Community Room
BRA040-FASM-017569	Smoke Detectors	GF:WC Male
BRA040-FASM-017570	Smoke Detectors	GF:WC Female
BRA040-FASM-017571	Smoke Detectors	2F:Store
BRA040-FASM-017572	Smoke Detectors	AL:Rear Stairway
BRA040-FASM-017573	Smoke Detectors	AL:Front Stairway
BRA040-FASM-017574	Smoke Detectors	GF:Cleaners Store
BRA040-FASM-017575	Smoke Detectors	2F:Cleaners Store
BRA040-FASM-018659	Main Fire Panel	GF:Entrance Area
BRA040-FASM-018660	Manual Call Point	Front Entrance/Sign In Room
BRA040-FASM-018661	Manual Call Point	1st Floor Corridor
BRA040-FASM-018662	Manual Call Point	Ground Floor
BRA040-FASM-018663	Manual Call Point	Outside Office G0.12
BRA040-FASM-018664	Manual Call Point	Second Floor Corridor



BRA040-FASM-018665	Manual Call Point	Third Floor Corridor
BRA040-FASM-018666	Manual Call Point	Fourth Floor Corridor
BRA040-FASM-018667	Manual Call Point	Fifth Floor Corridor

P-XXX\_XXX-FASM

P-BRA040-FASM

## Fire Alarm Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
SOTERweb Contractor Management Services Demo Database	Bob Davis	07.03.2023	Pass	

Fire Alarm Service

## 1.2 Fire Extinguishers

Fire safety is of paramount importance in any university setting, and easily accessible and properly maintained fire extinguishers are essential for achieving this. Regulations such as the Regulatory Reform (Fire Safety) Order 2005 and Building Regulations mandate that fire extinguishers be installed and maintained to ensure the safety of students, staff, and visitors.

In compliance with these regulations, the fire extinguishers in our building are regularly inspected, tested, and maintained according to manufacturer recommendations and British Standards outlined in BS 5306-3:2017. To ensure the highest level of service, our maintenance contractor has agreed to a Service Level Agreement (SLA) that clearly defines expectations for service, including inspection and testing frequency, emergency response time, and additional services as required.

It is crucial that everyone on campus takes fire safety seriously and familiarizes themselves with the location and proper use of fire extinguishers. Proper training and education can make all the difference in preventing and responding to fires. To ensure the proper functioning of fire extinguishers, they must be maintained in good working order and serviced annually by a competent person. A basic service should include checking the expiry date, ensuring that the extinguisher has not been tampered with, is in good working order with correct weight and pressure, and is properly signed and positioned. In addition, extinguishers should be replaced or given an extended service every 5 years. CO2 extinguishers should be replaced every 10 years, while all other extinguishers must not be more than 20 years old.

### Fire Extinguishers are serviced annually by:

Company	Telephone	Emergency Tel	Email
SOTERweb Contractor Management Services Demo Database	03773 695 6239	03773 695 1469	jonathan.hill@soter.org.uk

P-XXX\_XXX-FEXT

P-BRA040-FEXT

## Fire Extinguishers Asset List

Reference	Description	Location
BRA040-FEXT-017441	6L	GF:Garage
BRA040-FEXT-017502	Powder Extinguisher (Gas Cartridge)	BS:Car Park
BRA040-FEXT-017601	HYDROSPRAY	2F:Open Plan Area
BRA040-FEXT-017602	6L	1F:Corridor
BRA040-FEXT-017603	6L	1F:Corridor

## Fire Extinguisher Service Records

(records will appear when recorded via SOTERweb)

Company	By	Date	Result	Actioned
Swift Westham	Fred Brown	11.03.2023	Pass	
All Extinguishers Check and Correct				

Fire Extinguisher Service

### 1.3 Dry / Wet Risers

Dry and wet risers are important fire safety systems used in buildings, particularly high-rise structures. A dry riser is a network of pipes installed vertically in a building, which is used to supply firefighters with water in the event of a fire. It is not filled with water, but rather it relies on firefighters to connect a hose to a fire hydrant or other water supply outside the building, which then pumps water up the dry riser to the necessary floor.

On the other hand, a wet riser is a similar system but it is constantly filled with water, making it easier to use in an emergency. Wet risers are generally installed in buildings which are tall or have a large floor area.

Both dry and wet risers require regular maintenance to ensure that they are functioning correctly. They must be inspected annually and pressure-tested every five years, and any defects must be addressed immediately. It is also essential to ensure that access points to the risers are clearly marked and easily accessible to firefighters in the event of a fire. Proper maintenance and regular testing of dry and wet risers are crucial for ensuring their reliability in case of emergency.

The Asset Register indicates this system is not installed/used at this location.

### 1.4 Sprinkler System

#### General

A sprinkler system is an essential fire safety measure that can help prevent the spread of fire, reduce property damage and protect people's lives. The system works by detecting heat and activating sprinkler heads to discharge water in the affected area. This can help extinguish the fire or contain it, allowing time for the fire service to arrive.

In the UK, there are several relevant British Standards and regulations that outline the requirements for the installation and maintenance of sprinkler systems. BS 9251:2014 provides guidance on the design, installation, and maintenance of sprinkler systems in buildings for life safety and property protection. In addition, the Regulatory Reform (Fire Safety) Order 2005 requires building owners to ensure that appropriate fire safety measures, including sprinkler systems, are in place and regularly maintained.

To ensure that sprinkler systems are effective and reliable, it is crucial to carry out planned preventative maintenance (PPM) activities. PPM includes regular inspections and testing of the system to ensure it is in good working order, and any defects or issues are promptly identified and remedied.

## Sprinklers are serviced twice a year by:

Company	Telephone	Emergency Tel	Email
Armstrong Bombardier Systems	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-FSSY

P-BRA040-FSSY

## Sprinkler Asset List

Reference	Description	Location
BRA040-FSSY-018648	WET VALVE	GF:Sprinkler Room
BRA040-FSSY-018649	DRY VALVE	GF:Sprinkler Room

P-XXX\_XXX-FSSY

P-BRA040-FSSY

## Sprinkler Service Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
ABC Engineering	M Smith	07.03.2023	Pass	

Swift Westham	Sue Nicole	07.03.2023	Pass	
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Sprinkler Service

## 1.5 Gas Suppression / Extinguishing Systems

Gas suppression systems, also known as fire suppression systems, are designed to extinguish fires in buildings by releasing a gas agent that either removes oxygen from the fire or inhibits the chemical reactions that sustain the fire. These systems are commonly used in buildings where traditional water-based fire suppression systems may not be appropriate, such as data centers, computer rooms, archives, and other sensitive areas where water damage could be disastrous.

The primary reason for installing gas suppression systems is to quickly and effectively extinguish fires before they can spread and cause extensive damage to the building, its contents, and endanger lives. Gas suppression systems are particularly effective at suppressing fires in enclosed spaces, where other fire suppression systems may not be able to penetrate.

In the UK, gas suppression systems are subject to regular Planned Preventative Maintenance (PPM) to ensure their continued effectiveness and compliance with relevant British standards and regulations. For example, BS 5306-4:2015 provides guidelines for the design, installation, commissioning, and maintenance of gaseous fire suppression systems, while BS 6266:2011 provides recommendations for the design, installation, and maintenance of fire detection and fire alarm systems in non-domestic premises.

The PPM requirements for gas suppression systems typically include regular inspections, testing, and maintenance of the system components such as the gas cylinders, control panels, detectors, and piping. The frequency of these inspections and tests will depend on the type and complexity of the system, but they should be carried out at least annually. Any faults or defects identified during the inspections or tests should be promptly addressed to ensure the continued effectiveness of the system in the event of a fire.

## Gas Suppression / Extinguishing systems are serviced by:

Company	Telephone	Emergency Tel	Email
ABC Engineering	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-FAGS

P-BRA040-FAGS

## Gas Suppression / Extinguishing Systems Asset List

Reference	Description	Location
BRA040-FAGS-017329	Carbon Dioxide Extinguisher	BS:Electrical Switchroom
BRA040-FAGS-017330	Carbon Dioxide Extinguisher	2F:Open Plan Area
BRA040-FAGS-017331	Carbon Dioxide Extinguisher 2KG	GF:Corridor
BRA040-FAGS-017332	Carbon Dioxide Extinguisher 2KG	1F:Corridor
BRA040-FAGS-017333	Carbon Dioxide Extinguisher	GF:Plant Room
BRA040-FAGS-017334	Carbon Dioxide Extinguisher 2KG	GF:Kit Room
BRA040-FAGS-017335	Carbon Dioxide Extinguisher 2KG	GF:Garage

P-XXX\_XXX-FAGS

P-BRA040-FAGS

## Gas Suppression Systems Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
SOTERweb Contractor Management Services Demo Database	M Smith	07.03.2023	Pass	

Gas Suppression Service

## 1.6 Fire Doors

Maintaining fire doors is of utmost importance to ensure the safety of all individuals using the building. As per the Regulatory Reform (Fire Safety) Order 2005 and Building Regulations, the installation, regular inspection, testing, and maintenance of fire doors is legally mandated to safeguard the lives of students, staff, and visitors. Regular testing and maintenance of fire doors play a crucial role in identifying any defects or faults and ensuring that the doors function appropriately in emergency situations. This also aids in maintaining fire compartmentation, which minimizes the spread of fire and smoke, giving building occupants more time to evacuate.

The British Woodworking Federation's Fire Door Alliance recommends that fire doors be designed, installed, and maintained in compliance with BS 8214:2016, which provides guidelines for the specification, installation, and maintenance of timber fire doors in buildings. Additionally, the CIBSE Guide E: Fire Engineering provides recommendations for the design, installation, commissioning, and maintenance of fire doors in buildings. Fire doors at the university undergo regular inspection and maintenance as required to meet these standards. Our specialist contractor has agreed to a Service Level Agreement (SLA) that outlines expectations for the level of service necessary, such as the frequency of inspections and tests, response times to rectify concerns, emergency call-outs, and other necessary services.

In conclusion, a well-maintained and fully operational fire door system is critical to the safety of all individuals in a university setting. Compliance with relevant regulations and standards, such as BS 8214:2016 and the CIBSE Guide E, is crucial to ensuring the appropriate installation, maintenance, and design of fire doors. Regular testing and maintenance are essential in identifying defects or faults, maintaining fire compartmentation, and ensuring proper door function during emergencies. The SLA with the maintenance contractor outlines expectations for the level of service required, ensuring safety measures are effectively implemented.

## Fire Doors are inspected and serviced by:

Company	Telephone	Emergency Tel	Email
Flip and Brook Associates	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-FDOR

P-BRA040-FDOR

## Fire Doors Asset List

Reference	Description	Location
BRA040-FDOR-000001	Fire Doors	Kitchen
BRA040-FDOR-000002	Fire Doors	Server Room
BRA040-FDOR-000003	Fire Doors	1st Station Corridor
BRA040-FDOR-000004	Fire Doors	2nd Station Corridor
BRA040-FDOR-000005	Fire Doors	BA Room
BRA040-FDOR-000006	Fire Doors	3rd Station - Corridor
BRA040-FDOR-000007	Fire Doors	Cleaners / Chemical Cupboard
BRA040-FDOR-000008	Fire Doors	YIC- AWC
BRA040-FDOR-000009	Fire Doors	YIC-Corridor
BRA040-FDOR-010020	Fire Doors	Front Entrance/Sign In Room
BRA040-FDOR-010021	Fire Doors	Plant Room (Distribution Board)
BRA040-FDOR-010022	Fire Doors	Communal Room/Rest Room
BRA040-FDOR-017409	Fire Doors	1F:Electrical Switchroom
BRA040-FDOR-017410	DOUBLE	BS:Waste Storage Area
BRA040-FDOR-017411	Fire Doors	2F:Kitchenette
BRA040-FDOR-017412	Fire Doors	2F:Meeting Room
BRA040-FDOR-017413	Fire Doors	2F:Small Meeting Room
BRA040-FDOR-017414	Fire Doors	1F:Store Room
BRA040-FDOR-017415	Fire Doors	1F:Kitchen/Breakout Area
BRA040-FDOR-017416	DOUBLE DOORS	1F:Corridor
BRA040-FDOR-017417	Fire Doors	1F:TV Room
BRA040-FDOR-017418	Fire Doors	1F:Rest Room
BRA040-FDOR-017419	Fire Doors	1F:Rest Room
BRA040-FDOR-017420	Fire Doors	1F:Rest Room
BRA040-FDOR-017421	Fire Doors	1F:Rest Room
BRA040-FDOR-017422	Fire Doors	1F:Rest Room
BRA040-FDOR-017423	Fire Doors	1F:Cleaners Store
BRA040-FDOR-017424	Fire Doors	1F:Snooker/TV Room
BRA040-FDOR-017425	DOUBLE	1F:Snooker/TV Room
BRA040-FDOR-017426	DOUBLE DOOR	GF:Kit Room
BRA040-FDOR-017427	Fire Doors	GF:Kit Room
BRA040-FDOR-017428	Fire Doors	GF:Drying Room
BRA040-FDOR-017429	Fire Doors	GF:Comms Room
BRA040-FDOR-017430	DOUBLE DOOR	GF:Garage
BRA040-FDOR-017431	DOUBLE DOORS	GF:Gymnasium
BRA040-FDOR-017432	DOUBLE DOOR	GF:Compressor Room
BRA040-FDOR-017433	Fire Doors	GF:Store Room
BRA040-FDOR-017434	Fire Doors	GF:Compressor
BRA040-FDOR-017435	Fire Doors	GF:Sprinkler Room
BRA040-FDOR-017436	Fire Doors	GF:Community Room

BRA040-FDOR-017437	Fire Doors	2F:Store
BRA040-FDOR-017438	Fire Doors	GF:Cleaners Store
BRA040-FDOR-017439	Fire Doors	2F:Cleaners Store

P-XXX\_XXX-FDOR

P-BRA040-FDOR

## Fire Door Inspection Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Flip and Brook Associates	Sally Greene	14.03.2023	Pass	

Fire Door Inspections

EXAMPLE

# 2. ELECTRICAL

## 2.1 Emergency Lighting

Emergency lighting systems are an essential component of a building's life safety systems, providing illumination in the event of a power outage or other emergency situation. They are designed to provide sufficient lighting to enable occupants to safely evacuate the building or navigate to a safe location.

In the UK, emergency lighting systems are subject to regular Planned Preventative Maintenance (PPM) to ensure their continued effectiveness and compliance with relevant British standards and regulations. For example, BS 5266-1:2016 provides guidance on the emergency lighting of premises, while BS EN 1838:2013 provides requirements and recommendations for emergency escape lighting systems. The PPM requirements for emergency lighting systems typically include regular inspections, testing, and maintenance of the system components such as the luminaires, batteries, and control equipment.

The frequency of these inspections and tests will depend on the type and complexity of the system, but they should be carried out at least annually.

During the inspections, the luminaires should be checked to ensure that they are operating correctly and that the bulbs and lenses are clean and undamaged. The batteries should be checked to ensure that they are fully charged and able to provide the required level of illumination in the event of a power outage. The control equipment should also be checked to ensure that it is operating correctly and that the system is set up to provide the required level of illumination for the duration specified in the relevant British standard or regulation.

Any faults or defects identified during the inspections or tests should be promptly addressed to ensure the continued effectiveness of the system in the event of an emergency.

### Emergency Lighting is serviced annually by:

Company	Telephone	Emergency Tel	Email
BTS Electrics & Services	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-ELGT

P-BRA040-ELGT

### Emergency Lighting Asset List

Reference	Description	Location
BRA040-ELGT-017344	DOUBLE FLUORESCENT TUBE	BS:Electrical Switchroom
BRA040-ELGT-017345	DOUBLE FLUORESCENT TUBE	BS:Pump Room
BRA040-ELGT-017346	DOUBLE FLUORESCENT TUBE	BS:Car Park
BRA040-ELGT-017347	RUNNING MAN	BS:Car Park
BRA040-ELGT-017348	DOUBLE FLUORESCENT TUBE	BS:Waste Storage Area
BRA040-ELGT-017349	DOUBLE FLUORESCENT TUBE	BS:Lift Motor Room
BRA040-ELGT-017350	CIRCULAR FLUORESCENT	2F:Open Plan Area
BRA040-ELGT-017351	RUNNING MAN	2F:Open Plan Area
BRA040-ELGT-017352	600 X 600 FLUORESCENT	2F:Open Plan Area
BRA040-ELGT-017353	CIRCULAR FLUORESCENT FLUSH	2F:WC Female
BRA040-ELGT-017354	CIRCULAR FLUORESCENT FLUSH	2F:WC Male

BRA040-ELGT-017355	600 X 600 FLUORESCENT	2F:TV Room
BRA040-ELGT-017356	600 X 600 FLUORESCENT	2F:Central Office
BRA040-ELGT-017357	600 X 600 FLUORESCENT	2F:Office
BRA040-ELGT-017358	600 X 600 FLUORESCENT	2F:Meeting Room
BRA040-ELGT-017359	600 X 600 FLUORESCENT	2F:Small Meeting Room
BRA040-ELGT-017360	600 X 600 FLUORESCENT	2F:District Manager Office
BRA040-ELGT-017361	RUNNING MAN	GF:Entrance Area
BRA040-ELGT-017362	RUNNING MAN	GF:Reception/Waiting Area
BRA040-ELGT-017363	RUNNING MAN	GF:Corridor
BRA040-ELGT-017364	600 X 600 FLUORESCENT	1F:ADJ Kitchen/Breakout Area
BRA040-ELGT-017365	600 X 600 FLUORESCENT	1F:TV Room
BRA040-ELGT-017366	CIRCULAR FLUORESCENT	1F:Corridor
BRA040-ELGT-017367	RUNNING MAN	1F:TV Room
BRA040-ELGT-017368	RUNNING MAN	1F:Corridor
BRA040-ELGT-017369	600 X 600 FLUORESCENT	1F:Rest Room
BRA040-ELGT-017370	600 X 600 FLUORESCENT	1F:Rest Room
BRA040-ELGT-017371	600 X 600 FLUORESCENT	1F:Rest Room
BRA040-ELGT-017372	RECTANGULAR BLOCK HEAD FLUSH	1F:Rest Room
BRA040-ELGT-017373	600 X 600 FLUORESCENT	1F:Rest Room
BRA040-ELGT-017374	CIRCULAR FLUSH FLUORESCENT	1F:WC Male
BRA040-ELGT-017375	600 X 600 FLUORESCENT	1F:Snooker/TV Room
BRA040-ELGT-017376	600 X 600	GF:Reception Room
BRA040-ELGT-017377	600 X 600	GF:Drying Room
BRA040-ELGT-017378	600 X 600	GF:Battery Charger Store
BRA040-ELGT-017379	DOUBLE FLUORESCENT TUBE	GF:Garage
BRA040-ELGT-017380	600 X 600	GF:Gymnasium
BRA040-ELGT-017381	DOUBLE FLUORESCENT TUBE	GF:Sprinkler Room
BRA040-ELGT-017382	600 X 600	GF:Community Room
BRA040-ELGT-017383	CIRCULAR FLUSH FLUORESCENT	GF:Community Room
BRA040-ELGT-017384	CIRCULAR FLUSH FLUORESCENT	GF:Community Room
BRA040-ELGT-017385	CIRCULAR FLUSH FLUORESCENT	GF:WC Male
BRA040-ELGT-017386	CIRCULAR FLUSH FLUORESCENT	GF:WC Female
BRA040-ELGT-017387	LARGE CIRCULAR FLUORESCENT	AL:Rear Stairway
BRA040-ELGT-017388	CIRCULAR FLUORESCENT FLUSH	2F:Store
BRA040-ELGT-017389	LARGE CIRCULAR FLUORESCENT	AL:Front Stairway
BRA040-ELGT-018660	FA SYSTEM BATTERY	GF:Entrance Area

P-XXX\_XXX-ELGT

P-BRA040-ELGT

## Emergency Lighting Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Montgomery and Coupers Ltd	Robert Richardson	07.03.2023	Pass	

Emergency Lighting Service

## 2.2 Electrical Installation Condition Report / Periodic Inspection

The electrical infrastructure of our university is an essential utility and critical component of any building. It is responsible for supplying power to all electrical appliances, equipment, and lighting



systems.

In order to ensure the safety and reliability of our electrical infrastructure, it is essential that we undertake regular planned preventative maintenance (PPM) checks. These checks are designed to identify and rectify any potential issues before they become major problems, thereby reducing the risk of electrical accidents, power outages, and equipment failure.

One of the key PPM requirements for our electrical infrastructure is the need to undertake an electrical installation condition report. This report provides a detailed assessment of the electrical installation's condition and identifies any defects or potential hazards. It is recommended that this report is carried out every five years, or sooner if there is a change of use or significant alterations made to the electrical system.

To ensure compliance with relevant British standards and regulations, our PPM checks will follow the guidelines set out in the BS 7671 Wiring Regulations, which provide comprehensive guidance on the design, installation, and maintenance of electrical systems. Additionally, our PPM checks will adhere to the requirements set out in the Electricity at Work Regulations 1989, which specify the legal duties of employers and employees to ensure the safety of electrical systems.

Through regular PPM checks Estates will ensure that our electrical infrastructure is safe, reliable, and fit for purpose.

### Electrical Periodic Inspections are undertaken every three years by:

Company	Telephone	Emergency	Email
BTS Electrics & Services	03773 695 6239	03773 695 1169	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-ELEI

P-BRA040-ELEI

### Electrical Periodic Testing Asset List

Reference	Description	Location
BRA040-ELEI-000001	Mains Distribution Board	Plant Room
BRA040-ELEI-018527	DB/EX	BS:Electrical Switchroom
BRA040-ELEI-018535	DB/EM	BS:Lift Motor Room
BRA040-ELEI-018569	DB/F	1F:Cleaners Store
BRA040-ELEI-018606	MAIN LV SWITCHBOARD	GF:Plant Room
BRA040-ELEI-018607	DB/P	GF:Plant Room
BRA040-ELEI-018622	DB/C	GF:Comms Room
BRA040-ELEI-018623	DB/C2	GF:Comms Room
BRA040-ELEI-018624	Distribution Boards	GF:Garage
BRA040-ELEI-018630	Maximum Demand and Power Factor Correction	GF:Garage
BRA040-ELEI-018637	Maximum Demand and Power Factor Correction	GF:Garage
BRA040-ELEI-018638	Maximum Demand and Power Factor Correction	GF:Garage
BRA040-ELEI-018639	Maximum Demand and Power Factor Correction	GF:Garage
BRA040-ELEI-018640	Maximum Demand and Power Factor Correction	GF:Garage
BRA040-ELEI-018647	DB/A1	GF:Sprinkler Room
BRA040-ELEI-018681	DB/G	GF:Cleaners Store
BRA040-ELEI-018682	DB/S	2F:Cleaners Store

## Periodic Inspection Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
SOTERweb Contractor Management Services Demo Database	Bod Smith	09.03.2023	Pass	
Entire System and all circuits tested				

Periodic Electrical Fixed Wire Testing

## 2.3 Portable Appliance Testing (PAT)

Ensuring that all electrical equipment on campus is safe to use is paramount to the safety of staff, students, and visitors. Regular maintenance and compliance with relevant British standards and regulations are essential for achieving this goal. Portable Appliance Testing (PAT) is a critical component of any electrical safety program, involving the regular testing and inspection of portable electrical appliances to ensure that they are safe for use.

The Health and Safety at Work Act 1974, Electricity at Work Regulations 1989, and Provision and Use of Work Equipment Regulations 1998 all mandate PPM for portable electrical appliances. Additionally, the British Standard for In-Service Inspection and Testing of Electrical Equipment (BS 7671) sets out the specific requirements for testing and inspection of portable electrical appliances. By adhering to these standards and maintaining a thorough PPM program, you can ensure the safety of your university community and protect against electrical hazards.

### Portable Appliance Testing (PAT Testing) is undertaken annually by:

Company	Telephone	Emergency Tel	Email
BTS Electrics & Services	03773 695 6239	03773 695 4169	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-ELEG

P-BRA040-ELEG

### Portable Appliances Asset List

Reference	Description	Location

P-XXX\_XXX-ELEG[.]Electrical Portable Appliance

### Portable Appliance Test Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned

Portable Appliance Test

## 2.4 Uninterruptible Power Supply (UPS)

UPS systems are crucial devices that provide uninterrupted power to loads during power outages, or voltage spikes. Planned Preventive Maintenance (PPM) is critical to ensure that UPS systems function correctly when needed.

PPM should be based on the manufacturer's recommendations and industry best practices, which may include regular checks of battery condition, internal connections, cooling systems, and software updates.

To ensure the safety of personnel and equipment, PPM for UPS systems should comply with

relevant regulations and standards. These include the Health and Safety at Work Act 1974, which requires employers to ensure the health and safety of their employees and anyone affected by their business operations, including the safe operation and maintenance of UPS systems. Additionally, the British Standards Institution (BSI) publishes a range of standards related to UPS maintenance, including BS EN 62040-3:2011 Uninterruptible power systems (UPS) - Part 3: Method of specifying the performance and test requirements.

### UPS are serviced twice a year by:

Company	Telephone	Emergency Tel	Email
Drive Power Solutions	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-UPSS

P-BRA040-UPSS

### UPS Asset List

Reference	Description	Location
BRA040-UPSS-001830	Uninterruptible Power Supplies (UPS) - Batteries	Front Entrance/Sign In Room
BRA040-UPSS-001903	UPS A	Plant Room (Distribution Board)
BRA040-UPSS-001905	UPS B	Communal Room/Rest Room

P-XXX\_XXX-UPSS

P-BRA040-UPSS

### UPS Test Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Thorn & Thistle Consultants	Adele White	11.03.2023	Pass	
Main system was down when I attended site. This was due to a circuit board failure. It was repaired and tested. All OK				

UPS Service

## 2.5 Lightning Protection

Lightning protection systems are used to prevent or lessen lightning strike damage to buildings. They protect the internal electrical components of a building, helping to prevent fires or electrocution. Lightning protection comes in the form of a lightning conductor, usually a metal rod, mounted on a building to protect it from lightning strikes. The system will intercept a strike so if lightning hits the building, the lightning rod will be hit first, causing the strike to be conducted through a wire, and pass through to the ground safely.

A Lightning Protection Test (LPT) involves all lightning conductors and earth grounding installations being visually inspected and tested by a qualified Electrical Engineer. Each individual earth grounding point and its conductors are electronically tested for resistance to ground.

### Lightning Protection Testing (LPT Test) is undertaken annually by:

Company	Telephone	Emergency Tel	Email
BTS Electrics & Services	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-LGPR

P-BRA040-LGPR

### Lightning Protective Equipment Asset List

Reference	Description	Location
BRA040-LGPR-000001	Lightening Protection	Exteria

P-XXX\_XXX-LGPR

P-BRA040-LGPR

### Lightning Protection Test Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned

Lightning Protection Inspection

## 2.6 Stand-by Generators

Standby generators are essential devices that provide backup power to loads when the primary power source fails. Regular Planned Preventive Maintenance (PPM) is critical to ensuring that standby generators function correctly when needed. PPM should be based on the manufacturer's recommendations and industry best practices. This includes regular checks of fuel, coolant, oil, battery condition, and the overall condition of the generator.

To ensure the safety of personnel and equipment, PPM for standby generators should comply with relevant regulations and British standards. These include the Health and Safety at Work Act 1974, which requires employers to ensure the health and safety of their employees and anyone affected by their business operations, including the safe operation and maintenance of standby generators.

The Electricity at Work Regulations 1989 also mandates that electrical equipment, including standby generators, must be maintained in a safe condition. The British Standards Institution (BSI) publishes a range of standards related to standby generator maintenance, including BS 8519:2010 Code of practice for the selection, installation and maintenance of fire-resistant power and control cable systems for life safety and fire-fighting applications, and BS EN 50556:2013 Electrical safety of machinery - Requirements for battery powered machines.

Additionally, the Institution of Engineering and Technology (IET) publishes the Wiring Regulations (BS 7671), which provide guidance on the safe design, installation, and maintenance of electrical systems, including standby generators. Adhering to these regulations and standards will help ensure that the generator is ready to operate when needed and can provide power for the required duration.

### Stand-by Generators are serviced quarterly by:

Company	Telephone	Emergency Tel	Email
Drive Power Solutions	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-SBYG

P-BRA040-SBYG

### Stand-by Generator Asset List

Reference	Description	Location
BRA040-SBYG-018531	Stand-by Generator	BS:Car Park

P-XXX\_XXX-SBYG

P-BRA040-SBYG

### Stand-by Generator Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned

Stand-by Generator Service

# 3. MECHANICAL

## 3.1 Gas Boilers

Boilers are critical to heat and provide hot water within our buildings. Planned Preventive Maintenance (PPM) is essential to ensure that boilers function efficiently, reliably, and safely. This typically involves checks of fuel, water, and gas supply systems, pressure and temperature controls, safety devices, and the overall condition of the boiler.

We maintain and service our boilers based on the manufacturer's recommendations and industry best practices and legislation including environmental regulations, or energy efficiency standards.

The university also considers guidelines from professional organisations, such as the Chartered Institution of Building Services Engineers (CIBSE) for example, CIBSE Guide M: Maintenance engineering and management provides guidance for developing and implementing effective maintenance programs for building services, including boilers. Furthermore, the Gas Safety (Installation and Use) Regulations 1998, which require annual gas safety inspections by a Gas Safe registered engineer and production of a valid CP12 certificate.

Additionally, the university follows British Standard BS 8555:2016 Environmental management systems — Phased implementation — Guide, which provides guidance on implementing an environmental management system. This helps the university reduce its carbon footprint and energy costs by improving the energy efficiency of its boilers.

### Gas Boilers are serviced and inspected regularly by:

Company	Telephone	Emergency Tel	Email
BAN Facility Managers (SODEXO)	03773 695 623	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-HBLR

P-BRA040-HBLR

### Gas Boiler Asset List

Reference	Description	Location
BRA040-HBLR-018600	Atmospheric Gas Burner Boiler 1	GF:Plant Room
BRA040-HBLR-018602	Atmospheric Gas Burner Boiler 3	GF:Plant Room
BRA040-HBLR-018603	Atmospheric Gas Burner Boiler 2	GF:Plant Room
BRA040-HBLR-018604	Atmospheric Gas Burner Boiler 5	GF:Plant Room
BRA040-HBLR-018605	Atmospheric Gas Burner Boiler 4	GF:Plant Room
BRA040-HBLR-018617	Biomass Boiler	GF:Plant Room

P-XXX\_XXX-HBLR

P-BRA040-HBLR

### Gas Boiler Service and Safety Certification Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
ABC Engineering	Julie Constain	11.03.2023	Pass	
Service complete for Gas Fire Boilers (1, 2, 3, 4 & 5) in accordance with SGF20 requirements, CP12 Certificates issued electronically.				

Gas Boilers Service

## 3.2 Tea Water Boilers

It's important to note that the Provision and Use of Work Equipment Regulations (PUWER) 1998

also apply to Tea Water Boilers. PUWER regulations require that any work equipment, including Tea Water Boilers, must be regularly maintained, in good condition, and safe to use. Our tea boilers have an annual visit involving a series of essential maintenance tasks, including:

1. Checking the operation of the thermostat and element to ensure that they are functioning correctly and accurately controlling the water temperature.
2. Replacing the filter cartridge (if fitted) to maintain the quality of the water and prevent any build-up of debris that could affect the taste or safety of the tea.
3. Removing any loose lime scale build-up to prevent corrosion, prolong the life of the boiler and maintain the quality of the tea.
4. Carrying out earth continuity and resistance tests to ensure that the boiler is electrically safe and that there is no risk of electric shock.
5. Checking the electrical cables for any damage or wear to ensure that they are in good condition and that there is no risk of short circuits or other electrical faults.

By carrying out these regular PPM checks signs of damage or wear should be identified promptly ensuring it is safe, reliable, and efficient.

### Tea Boilers are serviced annually by:

Company	Telephone	Emergency Tel	Email
Café Buns	03773 695 6239	03773 695 1469	rik@monmoutheryandcoupers.co.uk

P-XXX\_XXX-TWBL

P-BRA040-TWBL

### Tea Boiler Asset List

Reference	Description	Location
BRA040-TWBL-018543	TEA BOILER	2F:Kitchenette
BRA040-TWBL-018564	TEA BOILER	1F:Kitchen/Breakout Area
BRA040-TWBL-018657	TEA BOILER	GF:Community Room
BRA040-TWBL-018667	TEA BOILER	GF:Reception Area

P-XXX\_XXX-TWBL

P-BRA040-TWBL

### Tea Boilers Service Record

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Walker & John Partners	Tom	11.03.2023	Pass	

All Tea Boilers Serviced. Tea Boiler in reception required a new seal.

Tea Boiler Service

## 3.3 Petrol/Oil Interceptors

Interceptors are crucial devices designed to capture and remove petroleum-based pollutants from surface water runoff, particularly in areas like car parks where the risk of oil or fuel spills is high. Depending on their use, interceptors typically require a yearly PPM (planned preventative maintenance) visit by a specialist contractor who adheres to a set of British Standards and industry best practices.

These include BS EN 858-1:2002, which establishes the requirements for the design, construction, installation, and operation of petrol interceptors. This standard covers the sizing and positioning of the interceptor, as well as the materials and components that should be used. Additionally, BS 1438:1990 outlines the installation and maintenance of petrol interceptors, including the recommended frequency of cleaning and inspection. BS 7503:1996 provides

guidance on the testing and verification of the performance of petrol interceptors, while the Pollution Prevention Guidelines (PPG) issued by the UK Environment Agency offer best practice advice on the use, installation, and maintenance of petrol interceptors, as well as the proper disposal of captured pollutants.

Regular inspection and maintenance of the petrol interceptor is crucial to ensure compliance with these standards and best practices. This includes cleaning out the interceptor and disposing of captured pollutants in accordance with local regulations. By following the relevant British Standards and best practices, petrol interceptors can effectively capture pollutants and protect the environment from the harmful effects of petroleum-based pollutants.

### Interceptors are serviced by:

Company	Telephone	Emergency Tel	Email
Aqua ForceSentry Services	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-INTC

P-BRA040-INTC

### Petrol / Oil Interceptors Asset List

Reference	Description	Location
BRA040-INTC-000001	Battery Powered Interceptor Alarm x 1	Site
BRA040-INTC-000002	Petrol Interceptor	External Yard
BRA040-INTC-000003	Petrol Interceptor	Internal Yard
BRA040-INTC-000004	Petrol Interceptor	External Yard

P-XXX\_XXX-INTC

P-BRA040-INTC

### Petrol / Oil Interceptors Service Record

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Below Surface Services	Catherine Kenyon	11.03.23	Fail	
Interceptor 04 requires a refurb and replacement filter.				

Oil Interceptor Service

## 3.4 Air Conditioning

Planned Preventative Maintenance (PPM) is a critical aspect of maintaining the efficiency and longevity of air conditioning units at the university. The PPM program must comply with regulations and British Standards to guarantee safe, reliable, and efficient operation of the units.

PPM includes regular inspections, cleaning, and servicing of the air conditioning units, as well as replacing worn-out parts and components. In addition, technicians must check the gas levels of the units to ensure that they are within the recommended limits. British Standards and industry best practices recommend that air conditioning units should undergo an annual inspection and service. During these inspections, technicians check for leaks, test the performance of the units, and replace filters and other components as needed.

The PPM schedule should also include measures to ensure that the air conditioning units are operating safely. This includes checking for electrical faults, ensuring that the unit is properly grounded, and ensuring that there are no flammable materials or obstructions near the unit. Failure to comply with these regulations and standards could lead to costly breakdowns, unsafe conditions, and reduced lifespan of the units.

## Air Conditioning is serviced twice a year by:

Company	Telephone	Emergency Tel	Email
BAN Facility Managers (SODEXO)	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-ACON

P-BRA040-ACON

## Air Conditioning Asset List

Reference	Description	Location
BRA040-ACON-017338	Condenser - Air Cooled	GF:Garage
BRA040-ACON-017339	Condenser - Air Cooled	GF:Garage
BRA040-ACON-018620	WALL MOUNTED ACU	GF:Comms Room
BRA040-ACON-018626	WALL MOUNTED ACU	GF:Comms Room

P-XXX\_XXX-ACON

P-BRA040-ACON

## Air Conditioning Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
WA and PT Partnership	Conor Hanikin	11.03.2023	Pass	
All Gas Levels and Seals Checked				

A/C Service

## 3.5 Air Handling Equipment

Air handling equipment plays a critical role in maintaining a comfortable and healthy indoor environment at the university. To ensure that air handling equipment operates efficiently, safely, and reliably, we implement a comprehensive PPM (Planned Preventative Maintenance) program.

The PPM program complies with British Standards and regulations, including BS EN 15780:2011, which provides guidelines on air handling in non-domestic buildings and includes regular inspections, cleaning, and servicing of the equipment to prevent breakdowns, reduce energy consumption, and maintain air quality standards. The frequency of inspections, cleaning, and servicing is based on the equipment's specific needs and environmental requirements of the rooms it is feeding.

British Standards and other regulations also require that the PPM program includes measures to ensure the equipment operates safely, including compliance with the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998. This includes checking for electrical faults, ensuring that the equipment is properly grounded, and ensuring that there are no flammable materials or obstructions near the equipment.

The PPM program ensures air filters are replaced regularly to maintain air quality standards and prevent the build-up of contaminants. This is especially important in settings where air quality is critical, such as research laboratories, medical facilities, and clean rooms. This ensures equipment operates efficiently, safely, and reliably while extending its lifespan and our buildings are healthy and comfortable environments for our students, staff, and visitors.

## Air Handling Equipment is serviced twice a year by:

Company	Telephone	Emergency Tel	Email
Montgomery and Coupers Ltd	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-AIRH

P-BRA040-AIRH



## Air Handling Equipment Asset List

Reference	Description	Location
BRA040-AIRH-017328	AHU 6	GF:Plant Room

P-XXX\_XXX-AIRH

P-BRA040-AIRH

## Air Handling Equipment Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
BAN Facility Managers (SODEXO)	Gary Miles	11.03.2023	Pass	

All Equipment Servicesd in Accordance with Contractual Requirements

Air Handling Equipment Service

## 3.6 Passenger Lifts

Passenger lifts are an essential component of modern buildings, facilitating the movement of people and goods between floors. To ensure their safe and reliable operation, it is crucial to implement a comprehensive PPM (Planned Preventative Maintenance) program that includes regular inspections, safety checks, and thorough examinations.

The PPM program should comply with relevant British Standards and regulations, including the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Provision and Use of Work Equipment Regulations 1998 (PUWER). These regulations require that passenger lifts undergo regular inspections and safety checks to ensure that they are operating safely.

PPM activities for passenger lifts include general maintenance, adjustments, replacing damaged or worn parts, topping up fluid levels, and lubrication. Safety inspections complement these activities and focus on the lift's safety aspects, such as checking that alarm interlocks operate correctly and that lift doors cannot be opened from the landing side.

In addition to inspections and safety checks, thorough examinations are mandatory actions that must be carried out on passenger lifts. A thorough examination is a more detailed and comprehensive activity than an inspection and must be conducted by a certified and competent person.

Thorough examinations focus on examining the lift's critical components and systems, including the lifting mechanism, braking system, control systems, and safety features. These examinations are essential to identify any defects, malfunctions or other issues that could compromise the lift's safety and performance.

### Passenger Lifts are serviced twice a year by:

Company	Telephone	Emergency Tel	Email
Faulkner Lifts	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-LIFT

P-BRA040-LIFT

### Passenger Lifts are subject to a Thorough Examination at six monthly intervals by:

Company	Telephone	Emergency Tel	Email
Advanced Super Monitoring	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-LIFT

P-BRA040-LIFT

## Passenger Lifts Asset List

Reference	Description	Location
BRA040-LIFT-0472367	Access Equipment and Lifts : Lifts and Hoists : Lifts Passenger	Front Main Lobby

P-XXX\_XXX-LIFT[.]Passenger Lift P-BRA040-LIFT

## Passenger Lift Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Faulkner Lifts	Paul Fenwick	11.03.2023	Pass	

Lifts Serviced in accordance with BS 7255:2012

Passenger Lift Service

## Passenger Lift Thorough Examination Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Advanced Super Monitoring	Kate Printy	11.03.2023	Pass	

Passenger Lift Thorough Examination

## 3.7 Goods Lifts

Goods lifts are specialised lifting equipment designed to transport heavy loads between different levels in a building. To ensure their safe and efficient operation, a comprehensive PPM program is crucial.

The PPM program for goods lifts at the university complies with relevant British Standards and regulations, such as LOLER and PUWER. These regulations require that goods lifts undergo regular inspections and safety checks to ensure that they are operating safely.

PPM activities for goods lifts include general maintenance, adjustments, replacing damaged or worn parts, topping up fluid levels, and lubrication. Safety inspections complement these activities and focus on the lift's safety aspects, such as checking that emergency stop buttons operate correctly and that lift gates or doors cannot be opened from the landing side while the lift is moving.

Thorough examinations are also mandatory actions that must be carried out on goods lifts. These examinations are more detailed and comprehensive than inspections and are conducted by a certified and competent person.

Thorough examinations focus on examining the lift's critical components and systems, including the lifting mechanism, braking system, control systems, and safety features. These examinations are essential to identify any defects, malfunctions, or other issues that could compromise the lift's safety and performance, especially when transporting heavy loads.

Regular PPM activities, safety checks, and thorough examinations are critical to ensure that goods lifts operate safely, efficiently, and reliably while extending their lifespan. By implementing a comprehensive PPM program the university meet the necessary British Standards and regulations, providing a safe and efficient means of transporting heavy loads within our buildings.

### Goods Lifts are serviced twice a year by:

Company	Telephone	Emergency Tel	Email
Faulkner Lifts	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-LIFT P-BRA040-LIFT

## Goods Lifts are subject to a Thorough Examination at six monthly intervals by:

Company	Telephone	Emergency Tel	Email
Advanced Super Monitoring	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-LIFT

P-BRA040-LIFT

## Goods Lists Asset List

Reference	Description	Location
BRA040-LIFT-018535	Access Equipment and Lifts : Goods Lift	Front Main Lobby

P-XXX\_XXX-LIFT[:]Goods Lift

P-BRA040-LIFT

## Goods Lift Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Advanced Super Monitoring	Kate Printy	11.03.2023	Pass	

Faulkner Lifts	Paul Fenwick	11.03.2023	Pass	
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Goods Lift Service

## Goods Lift Thorough Examination Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Advanced Super Monitoring	Kate Printy	11.03.2023	Pass	

Goods Lift Thorough Examination

## 3.8 Stair Lifts

Stairlifts are an essential mobility aid for people who have difficulty climbing stairs, therefore their safe and reliable operation is crucial. To ensure their proper maintenance and safety, the university has a comprehensive PPM (Planned Preventative Maintenance) program that complies with relevant British Standards and the manufacturers' of the equipment's own recommendations.

British Standards and regulations that apply to stairlifts include the Supply of Machinery (Safety) Regulations 2008 and the Provision and Use of Work Equipment Regulations 1998 (PUWER). These regulations require that stairlifts undergo regular inspections and safety checks to ensure they operate safely.

Manufacturers of stairlifts provide recommendations for maintenance and servicing intervals based on their design and construction. The PPM program complies with these recommendations, which may include regular cleaning, lubrication, adjustments, and replacing worn parts. PPM activities also include safety inspections, which complement the maintenance activities and focus on safety aspects such as the proper functioning of the safety features, including the seat belt, footrest safety edge, and obstruction sensors.

Thorough examinations, which are mandatory requirement, these focus on examining critical components and systems, including the lifting mechanism, braking system, control systems, and safety features, to identify any defects or malfunctions that could compromise the lift's safety and performance.

By implementing our comprehensive PPM program ensures our stairlifts can operate efficiently,

safely, and reliably, providing an essential mobility aid for those who need it.

**Stair Lifts are serviced twice a year by:**

Company	Telephone	Emergency Tel	Email
Faulkner Lifts	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-LIFT P-BRA040-LIFT

**Stair Lifts are subject to a Thorough Examination at six monthly intervals by:**

Company	Telephone	Emergency Tel	Email
Advanced Super Monitoring	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-LIFT P-BRA040-LIFT

**Stair Lifts Asset List**

Reference	Description	Location
BRA040-LIFT-018534	Lifts - Hydraulic Stair Lift	BS:Lift Motor Room

P-XXX\_XXX-LIFT[:Stair Lift P-BRA040-LIFT

**Stair Lifts Service Records**

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Faulkner Lifts	Paul Fenwick	11.03.2023	Pass	

Stair Lift Service

**Stair Lift Thorough Examination Records**

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Advanced Super Monitoring	Kate Printy	11.03.2023	Pass	

Stair Lift Thorough Examination

**3.9 Biomass Boilers**

Biomass boilers are a critical component of many buildings' heating systems, providing sustainable and renewable energy. To ensure their safe and efficient operation, it is important to implement a comprehensive PPM (Planned Preventative Maintenance) program that includes regular inspections, cleaning, and servicing.

Our PPM program complies with relevant British Standards and regulations, including BS EN 303-5:2012, which provides guidelines for the design, installation, and operation of biomass boilers. Manufacturers' recommendations have also been taken into consideration which includes regular inspections to identify any signs of wear or damage, cleaning to prevent the build-up of ash and other debris, and servicing to ensure the boiler is running efficiently. The frequency of inspections, cleaning, and servicing is also based on the specific needs of the boiler and the manufacturer's recommendations. This will include regular cleaning of the heat exchanger and flue system is essential to prevent the build-up of soot, which can reduce the boiler's efficiency and increase the risk of fire. The ash pan and grate is also cleaned regularly to prevent blockages and maintain efficient combustion.

In addition to inspections, cleaning, and servicing, it is essential to monitor the fuel quality and ensure that the boiler is operated within its design parameters. This can help prevent damage to the boiler and ensure that it operates efficiently and safely. The PPM program should also include measures to ensure the biomass boiler operates safely, including compliance with the

Pressure Equipment Regulations 2016 and the Health and Safety at Work etc. Act 1974. This includes checking for leaks, ensuring that safety valves and controls are functioning correctly, and maintaining proper ventilation.

**Biomass Boilers are serviced and inspected annually by:**

Company	Telephone	Emergency Tel	Email
BAN Facility Managers (SODEXO)	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-HBLR

P-BRA040-HBLR

**Biomass Boiler Asset List**

Reference	Description	Location
BRA040-HBLR-018617	Biomass Boiler	GF:Plant Room

P-XXX\_XXX-HBLR[:]Biomass Boiler

P-BRA040-HBLR

**Biomass Boiler Service and Safety Certification Records**

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
BAN Facility Managers (SODEXO)	Adam Wright	11.03.2023	Pass	
Boiler & Pellet Store Inspected and Serviced in accordance with contractual requirements. Reports issued electronically to Estates				

Biomass Boiler Service

EXAMPLE

# 4. FUEL STORAGE

## 4.1 Bulk Oil Fuel Storage

Bunded and double skinned oil storage tanks are used to store oil-based fuels such as heating oil, diesel, and kerosene. To prevent an environmental or a safety incident the university implement a comprehensive PPM (Planned Preventative Maintenance) program.

The PPM program complies with British Standards and regulations, including the Control of Pollution (Oil Storage) Regulations 2001 and the British Standard BS 5410. These regulations require that fuel storage tanks undergo regular inspections, maintenance, and safety checks to ensure that they are operating safely and in compliance with the regulations.

PPM activities for fuel storage tanks include regular inspections, cleaning, and servicing to prevent leaks, corrosion, and damage to the tank's structure. The frequency of these activities should be based on the manufacturer's recommendations and the specific environmental conditions of the storage location. In addition to inspections and maintenance, it is important to ensure that fuel storage tanks are installed correctly, in compliance with relevant regulations, and that they are protected from potential damage and theft. This includes ensuring that tanks are positioned on a suitable base and are fitted with appropriate locks and security measures.

Regular fuel quality testing and analysis is also conducted to ensure that the stored fuel remains usable and free from contaminants or water ensuring equipment operates safely and efficiently, reducing the risk of environmental damage, fire, leakage, and potential health and safety hazards.

### Bulk fuel storage tanks are periodically inspected by:

Company	Telephone	Emergency Tel	Email
Aqua Force Sentry Services	03773 695 5239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-FUEL

P-BRA040-FUEL

### Bulk Fuel Tank Asset List

Reference	Description	Location
BRA040-FUEL-000001	DIESEL OIL TANK	Car park on street behind station

P-XXX\_XXX-FUEL[;]Bulk Oil Fuel Store

P-BRA040-FUEL

### Bulk Fuel Tank Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned

Bulk Oil Fuel Tank Service

## 4.2 Bulk LPG Storage

LPG is a blanket term for two types of natural gas (Propane and Butane) a natural by-product of gas and oil extraction and oil refining. LPG is flammable and heavier than air so that it will settle and may accumulate in low spots such drains and basements. Propane is typically used by the university in a commercial capacity as it has a lower boiling point, making it more suitable for outdoor storage pressurised cylindrical tank incorporating pressure relief valves.

To ensure the safe and efficient operation of LPG storage systems, the university implements a comprehensive PPM (Planned Preventative Maintenance) program. The program is designed to comply with relevant British Standards and regulations, including the Health and Safety Executive's LPG Code of Practice, as well as the manufacturers' recommendations. These standards and recommendations provide guidance on the safe installation, operation, and maintenance of LPG storage systems. PPM activities include regular inspections, testing, and servicing. These activities focus on ensuring the safe and reliable operation of the storage tanks, pipework, and associated equipment. This includes monitoring tank levels, inspecting for leaks, and checking the condition of pipework and valves.

The PPM program also includes measures to prevent the build-up of contaminants and ensure that the LPG storage system remains compliant with environmental regulations. This involves regular cleaning of tanks and pipework, as well as the installation of safety features such as gas detectors and emergency shutdown systems etc. In addition to regular PPM activities, these systems are also subject to a thorough examinations by a competent person focused on identifying any defects or issues that could compromise the safety or performance of the system.

By implementing a comprehensive PPM program for bulk LPG storage systems, the university ensures the safe and efficient use of LPG while minimising the risk of accidents or incidents.

### LPG Bulk Storage Tanks are periodically inspected by:

Company	Telephone	Emergency	Email
Aqua ForceSentry Services	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-FUEL

P-BRA040-FUEL

### Bult Storage of LPG facilities are subject to a Thorough Examination by:

Company	Telephone	Emergency Tel	Email
Advanced Super Monitoring	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-FUEL

P-BRA040-FUEL

### Bulk LPG Storage Tank Asset List

Reference	Description	Location
BRA040-FUEL-018677	Storage Tanks - Liquefied Petroleum Gas (LPG)	EX:Car Park

P-XXX\_XXX-FUEL[?]Bulk LPG Fuel Store

P-BRA040-FUEL

### Bulk LPG Fuel Tank Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Aqua ForceSentry Services	Jane Holiday	11.03.2023	Pass	

Bulk LPG Fuel Tank Service

### Bulk LPG Storage Thorough Examination Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
SOTERweb Contractor Management Services Demo Database	Mark Lane	13.03.2023	Pass	

Bulk LPG Storage Thorough Examination

# 5. CONTROL OF LEGIONELLA

## 5.1 Flushing of Little Used Outlets

During certain periods such as summer, Christmas, and Easter, water outlets such as taps, showers, and other fixtures may not be used for extended periods. This can result in stagnant water in the pipes, which provides an ideal breeding ground for harmful bacteria such as Legionella, causing severe illness. Therefore, flushing little-used outlets is a crucial measure to prevent the growth of bacteria and maintain the water system's integrity.

Flushing involves running the water through the outlet for a specific period to eliminate any stagnant water and replenish it with fresh water. The Health and Safety Executive (HSE) has issued guidance on controlling Legionella bacteria in water systems, including the Approved Code of Practice L8. According to this guidance, all water outlets not used at least once a week should be flushed for at least two minutes every seven days to ensure the water's freshness and prevent bacterial growth.

To carry out flushing, the tap or shower valve should be opened fully, and the water should flow for at least two minutes or until the water temperature has stabilised.

### Little Used Outlet Asset List

Reference	Description	Location
BRA040-WATO-00005	TAP MIXER HOT	Plant Room
BRA040-WATO-00006	TAP MIXER COLD	Front Main Office
BRA040-WATO-000001	SHOWER MIXER HOT	1st FLOOR GENTS SHOWER 1
BRA040-WATO-000002	SHOWER MIXER COLD	1st FLOOR GENTS SHOWER 1
BRA040-WATO-000003	SHOWER MIXER HOT	1st FLOOR GENTS SHOWER 2
BRA040-WATO-000004	SHOWER MIXER COLD	1st FLOOR GENTS SHOWER 2
BRA040-WATO-000005	SHOWER MIXER HOT	1st FLOOR GENTS SHOWER 3
BRA040-WATO-000006	SHOWER MIXER COLD	1st FLOOR GENTS SHOWER 3
BRA040-WATO-000007	SHOWER MIXER HOT	1st FLOOR GENTS SHOWER 4
BRA040-WATO-000008	SHOWER MIXER COLD	1st FLOOR GENTS SHOWER 4
BRA040-WATO-000009	SHOWER MIXER HOT	1st FLOOR GENTS SHOWER 5
BRA040-WATO-000010	SHOWER MIXER COLD	1st FLOOR GENTS SHOWER 5
BRA040-WATO-000011	SHOWER MIXER HOT	1st FLOOR LADIES SHOWER 1
BRA040-WATO-000012	SHOWER MIXER COLD	1st FLOOR LADIES SHOWER 1
BRA040-WATO-000013	TAP HOT	COMMUNITY DISABLED
BRA040-WATO-000014	TAP COLD	COMMUNITY DISABLED
BRA040-WATO-000015	TAP HOT	RECEPTION DISABLED
BRA040-WATO-000016	TAP COLD	RECEPTION DISABLED
BRA040-WATO-000017	TAP HOT	2ND FLOOR DISABLED
BRA040-WATO-000018	TAP COLD	2ND FLOOR DISABLED

P-XXX\_XXX-WATO[:];Little Used Outlet

P-BRA040-WATO

### Flushing Activities

(shown when services are captured via SOTERweb)



Company	By	Date	Result	Actioned
SOTERweb Contractor Management Services Demo Database	Reception Night Staff	11.03.2023	Pass	

SOTERweb Contractor Management Services Demo Database	Kevin Meloy	11.03.2023	Pass	
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Weekly flush of little used outlets

## 5.2 Sentinel Outlet Temperature Checks

Sentinel outlets are those closest and furthest to the point of water entry, such as taps, showers, and other fixtures. These outlets are considered as indicators of the water system's condition and are regularly checked for temperature as a precautionary measure against the growth of harmful bacteria like Legionella.

The Health and Safety Executive (HSE) provides guidance on the control of Legionella bacteria in water systems, including the Approved Code of Practice L8. This guidance recommends carrying out regular temperature checks of sentinel outlets to ensure the water temperature cold water temperature is below 20°C and hot water above 45°C. Temperatures outside of this range can promote the growth of bacteria. Temperature checks should be conducted monthly although this may change dependant upon the system's complexity and use, as well as the risk assessment outcome.

If the temperature of a sentinel outlet is found to be outside the recommended range, it is crucial to take appropriate corrective actions, such as flushing or disinfecting the water system. Regular temperature checks of sentinel outlets are an effective measure in preventing the growth of harmful bacteria like Legionella and ensuring a safe water system. By following the HSE guidance, the risk of Legionella contamination can be minimised, providing a safer environment for all.

### Other Recognised Temperature Requirements

Typically

- Hot water storage cylinders (calorifiers) should store water at 60°C or higher
- Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified).
- Cold water should be stored and distributed below 20°C.

A competent person should routinely check, inspect and clean the system, in accordance with the risk assessment. They must check 'sentinel' outlets monthly, hot water storage cylinder temperatures monthly and cold water tank temperatures at least every six months.

### Temperature checks of sentinel outlets are undertaken monthly by:

Company	Telephone	Emergency Tel	Email
BAN Facility Managers (SODEXO)	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-WATO

P-BRA040-WATO

### Sentinel Outlet Asset List

Reference	Description	Location
BRA040-WATO-000022	TAP COLD	APPLIANCE STORE ROOM SINK
BRA040-WATO-000023	TAP HOT	B.A ROOM LEFT SINK

P-XXX\_XXX-WATO[:jSentinel Outlet P-BRA040-WATO

## Sentinel Outlet Temperature Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
BAN Facility Managers (SODEXO)	Bob Bamford	11.03.2023	Pass	

Sentinel Outlet Temperature Checks

## 5.3 Shower Heads

Regular cleaning of showerheads is important to maintain a safe water system. Showerheads can become a breeding ground for harmful bacteria such as Legionella, which can cause serious illnesses, especially for vulnerable people. These bacteria can thrive in the biofilm that builds up over time inside showerheads due to the accumulation of dirt, minerals, and other organic materials.

The Health and Safety Executive (HSE) provides guidance on the control of Legionella bacteria in water systems, including the Approved Code of Practice 8. This guidance recommends that showerheads and hoses be cleaned and descaled at least quarterly to reduce the risk of Legionella growth.

To clean showerheads, remove the showerhead and soak it in a cleaning solution for at least an hour. The cleaning solution should be appropriate for the material of the showerhead and effective in removing mineral deposits and biofilm. After soaking, rinse the showerhead thoroughly and reattach it to the hose. It is also important to clean and disinfect the hose, which can be done by running hot water through it or using a disinfecting solution.

Regular cleaning of showerheads and hoses is an effective measure to prevent the growth of harmful bacteria like Legionella, providing a safer environment for all.

### Shower Heads are descaled and cleaned quarterly by:

Company	Telephone	Emergency Tel	Email
BAN Facility Managers (SODEXO)	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-WATO P-BRA040-WATO

## Shower Asset List

Reference	Description	Location
BRA040-HVAC-000001	Shower Room Extract Fan	Plant Room
BRA040-WAT1-000024	Shower Tray	Disabled Shower Toilet Room
BRA040-WAT1-000025	Shower Tray	Unisex Toilet and Shower Room
BRA040-WAT1-000026	Shower Tray	Shower Room Only
BRA040-WAT1-000027	Shower Screen	Disabled Shower Toilet Room
BRA040-WAT1-000028	Shower Screen	Unisex Toilet and Shower Room
BRA040-WAT1-000029	Shower Screen	Shower Room Only
BRA040-WAT1-000038	Showers - Mixing Valves	YIC-Corridor

BRA040-WAT1-000039	Showers - Mixing Valves	Front Entrance/Sign In Room
BRA040-WAT1-000042	Showers - Mixing Valves	Plant Room
BRA040-WATI-018570	Showers - Mixing Valves	1F:WC Male
BRA040-WATI-018572	Showers - Mixing Valves	1F:WC Male
BRA040-WATI-018573	Showers - Mixing Valves	1F:WC Male
BRA040-WATI-018574	Showers - Mixing Valves	1F:WC Male
BRA040-WATI-018575	Showers - Mixing Valves	1F:WC Male
BRA040-WATI-018580	Showers - Mixing Valves	1F:WC Female
BRA040-WATI-018581	Showers - Mixing Valves	1F:WC Female
BRA040-WATO-000001	SHOWER MIXER HOT	1st FLOOR GENTS SHOWER 1
BRA040-WATO-000002	SHOWER MIXER COLD	1st FLOOR GENTS SHOWER 1
BRA040-WATO-000003	SHOWER MIXER HOT	1st FLOOR GENTS SHOWER 2
BRA040-WATO-000004	SHOWER MIXER COLD	1st FLOOR GENTS SHOWER 2
BRA040-WATO-000005	SHOWER MIXER HOT	1st FLOOR GENTS SHOWER 3
BRA040-WATO-000006	SHOWER MIXER COLD	1st FLOOR GENTS SHOWER 3
BRA040-WATO-000007	SHOWER MIXER HOT	1st FLOOR GENTS SHOWER 4
BRA040-WATO-000008	SHOWER MIXER COLD	1st FLOOR GENTS SHOWER 4
BRA040-WATO-000009	SHOWER MIXER HOT	1st FLOOR GENTS SHOWER 5
BRA040-WATO-000010	SHOWER MIXER COLD	1st FLOOR GENTS SHOWER 5
BRA040-WATO-000011	SHOWER MIXER HOT	1st FLOOR LADIES SHOWER 1
BRA040-WATO-000012	SHOWER MIXER COLD	1st FLOOR LADIES SHOWER 1
BRA040-WATO-000061	SHOWER MIXER HOT	FIRST FLOOR GENTS LEFT SIDE LEFT SHOWER
BRA040-WATO-000062	SHOWER MIXER COLD	FIRST FLOOR GENTS LEFT SIDE LEFT SHOWER
BRA040-WATO-000063	SHOWER MIXER HOT	FIRST FLOOR GENTS LEFT SIDE CENTRE SHOWER
BRA040-WATO-000064	SHOWER MIXER COLD	FIRST FLOOR GENTS LEFT SIDE CENTRE SHOWER
BRA040-WATO-000065	SHOWER MIXER HOT	FIRST FLOOR GENTS LEFT SIDE RIGHT SHOWER
BRA040-WATO-000066	SHOWER MIXER COLD	FIRST FLOOR GENTS LEFT SIDE RIGHT SHOWER
BRA040-WATO-000067	SHOWER MIXER HOT	FIRST FLOOR GENTS RIGHT SIDE LEFT SHOWER
BRA040-WATO-000068	SHOWER MIXER COLD	FIRST FLOOR GENTS RIGHT SIDE LEFT SHOWER
BRA040-WATO-000069	SHOWER MIXER HOT	FIRST FLOOR GENTS RIGHT SIDE RIGHT SHOWER
BRA040-WATO-000070	SHOWER MIXER COLD	FIRST FLOOR GENTS RIGHT SIDE RIGHT SHOWER
BRA040-WATO-000077	SHOWER MIXER HOT	FIRST FLOOR LADIES LEFT SHOWER
BRA040-WATO-000078	SHOWER MIXER COLD	FIRST FLOOR LADIES LEFT SHOWER
BRA040-WATO-000079	SHOWER MIXER HOT	FIRST FLOOR LADIES RIGHT SHOWER
BRA040-WATO-000080	SHOWER MIXER COLD	FIRST FLOOR LADIES RIGHT SHOWER
BRA040-WATO-000094	SHOWER MIXER HOT	1st FLOOR LADIES SHOWER 2

Shower

Shower

## Shower Head Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
SOTERweb Contractor Management Services Demo Database	Jenna Brownley	11.03.2023	Pass	
First floor gents right side shower head not cleaned as it was in use at the time of the visit				

Shower Head Cleans

## 5.4 Cold Water Storage Tanks (Potable)

Regular maintenance of cold water potable storage tanks is essential to ensure a safe water supply. These tanks store water that is used for drinking, washing, and other purposes, and can become a breeding ground for harmful bacteria such as Legionella if not properly maintained.

The Health and Safety Executive (HSE) provides guidance on the control of Legionella bacteria in water systems, including the Approved Code of Practice L8. This guidance recommends that cold water storage tanks be cleaned and disinfected at least annually, or more frequently if deemed necessary based on risk assessment outcomes.

To clean and disinfect cold water storage tanks, the tank should be emptied and thoroughly cleaned using a suitable cleaning agent. It is important to remove all debris, sediment, and biofilm that may have accumulated inside the tank. After cleaning, the tank should be disinfected using a suitable disinfectant and left to stand for a specified contact time. The tank should then be refilled with fresh water and the water quality tested to ensure it meets the required standards.

Regular cleaning and disinfection of cold water potable storage tanks is an effective measure to prevent the growth of harmful bacteria like Legionella and ensure a safe water supply.

### Six monthly inspections, samples and cleans of CWST is undertaken by:

Company	Telephone	Emergency Tel	Email
BAN Facility Managers (SODEXO)	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-WATI

P-BRA040-WATI

### Cold Water (potable) Storage Tank Asset List

Reference	Description	Location
BRA040-WATI-018528	Cold Water Storage Tanks (CWST)	BS:Car Park
BRA040-WATI-018530	Cold Water Storage Tanks (CWST)	BS:Car Park

CWST

CWST

### Cold Water Storage Tanks (potable) Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
BAN Facility Managers (SODEXO)	Jenna Brownley	11.03.2023	Pass	
Both tanks drained, cleaned, inspected. All OK				

CWST (potable) Inspection

## 5.5 Below Ground Open Water Tanks

Regular maintenance of non-drinking below ground water tanks is essential to ensure a safe water supply. These tanks store water that is used for purposes such as irrigation, fire suppression, and other non-drinking purposes, and can become a breeding ground for harmful bacteria such as Legionella if not properly maintained.

The Health and Safety Executive (HSE) provides guidance on the control of Legionella bacteria in water systems, including the Approved Code of Practice L8. This guidance recommends that below ground water tanks be inspected, cleaned, and disinfected at least annually, or more frequently if deemed necessary based on risk assessment outcomes.

To inspect and clean below ground water tanks, the tank should be emptied and thoroughly cleaned using a suitable cleaning agent. It is important to remove all debris, sediment, and biofilm that may have accumulated inside the tank. After cleaning, the tank should be disinfected using a suitable disinfectant and left to stand for a specified contact time. The tank should then be refilled with fresh water and the water quality tested to ensure it meets the required standards.

Regular maintenance of non-drinking below ground water tanks is an effective measure to prevent the growth of harmful bacteria like Legionella and ensure a safe water supply for non-drinking purposes.

**Open Water Tanks are sampled and chlorinated (if needed) quarterly by:**

Company	Telephone	Emergency Tel	Email
BAN Facility Managers (SODEXO)	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-OWTT P-BRA040-OWTT

**The Tanks are emptied, cleaned, inspected and chlorinated every five years by:**

Company	Telephone	Emergency Tel	Email
Aqua ForceSentry Services	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-OWTT P-BRA040-OWTT

**Open Water Training Tank Asset List**

Reference	Description	Location
BRA040-OWTT-000001	Underground Training Tank	Within drill yard but marked as middle interceptor.

P-XXX\_XXX-OWTT P-BRA040-OWTT

**Open Water Training Tank Sample & Chlorination Records**

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned

Open Water Training Tank Sample / Chlorinate

**Open Water Training Tank 5 Yearly Clean, Inspect & Chlorinate Records**

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
BAN Facility Managers (SODEXO)	Nigel Martin	11.03.2023	Pass	

Open Water Training Tank 5 Yearly Inspection

**5.6 Thermostatic Mixer Valves (TMV's)**

As part of a well maintained water system TMVs should be regularly tested and cleaned.

## What are TMV's?

TMVs are valves using temperature sensitive elements to blend hot and cold water to produce water at a temperature to safeguard against scalding. Blended water downstream of a TMV may provide an environment in which legionella can multiply thereby increasing the risk of exposure.

## Scalding Risk Versus Legionella Risk

The use and fitting of a TMV should be by assessing the risk of scalding against the risk of infection from legionella. If the risk of scalding is insignificant TMVs are not required.

## Installation Considerations

The following should be considered where TMVs are fitted;

- If practicable TMVs should be incorporated directly in the tap fitting and mixing at the point of use is preferable;
- TMVs fitted with low flow rate spray taps on hand wash basins increases the risk;
- TMVs should be fitted as close as possible to the point of use to minimise the amount of stored blended water;
- A single TMV serving multiple outlets can increase the risk;
- Where TMVs are designed to supply both cold and blended water an additional separate cold tap is seldom needed and can become an infrequently used outlet.

## Maintaining TMV's

Where needed, TMV's need inspect, clean, descaling and disinfecting strainers or filters associated with TMVs (if fitted).

## TMV's are serviced quarterly by:

Company	Telephone	Emergency Tel	Email
BAN Facility Managers (SODEXO)	03773 695 6235	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-WATO

P-BRA040-WATO

## TMV Asset List

Reference	Description	Location
BRA040-WATO-000029	TAP TMV HOT	GROUND FLOOR COMMUNITY ROOM LADIES
BRA040-WATO-000031	TAP TMV HOT	GROUND FLOOR COMMUNITY ROOM GENTS
BRA040-WATO-000037	TAP TMV HOT	RECEPTION GENTS LEFT WASH BASIN
BRA040-WATO-000039	TAP TMV HOT	RECEPTION GENTS CENTRE WASH BASIN
BRA040-WATO-000041	TAP TMV HOT	RECEPTION GENTS RIGHT WASH BASIN
BRA040-WATO-000043	TAP TMV HOT	RECEPTION LADIES LEFT WASH BASIN
BRA040-WATO-000045	TAP TMV HOT	RECEPTION LADIES RIGHT WASH BASIN
BRA040-WATO-000053	TAP TMV HOT	FIRST FLOOR GENTS LEFT HAND WASH 1
BRA040-WATO-000055	TAP TMV HOT	FIRST FLOOR GENTS HAND WASH 2
BRA040-WATO-000057	TAP TMV HOT	FIRST FLOOR GENTS HAND WASH 3
BRA040-WATO-000059	TAP TMV HOT	FIRST FLOOR GENTS RIGHT HAND WASH 4

BRA040-WATO-000073	TAP TMV HOT	FIRST FLOOR LADIES LEFT WASH BASIN
BRA040-WATO-000075	TAP TMV HOT	FIRST FLOOR LADIES RIGHT WASH BASIN
BRA040-WATO-000083	TAP TMV HOT	2nd FLOOR GENTS LEFT WASH BASIN
BRA040-WATO-000085	TAP TMV HOT	2nd FLOOR GENTS RIGHT WASH BASIN
BRA040-WATO-000087	TAP TMV HOT	2nd FLOOR LADIES LEFT WASH BASIN
BRA040-WATO-000089	TAP TMV HOT	2nd FLOOR LADIES RIGHT WASH BASIN

TMV

TMV

## TMV Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
BAN Facility Managers (SODEXO)	Jan White	11.03.2023	Pass	

TMV Service

## 5.7 Rainwater Harvest Tanks

Regular maintenance of rainwater harvesting systems is essential to ensure a safe water supply. These systems collect rainwater that is used for purposes such as irrigation, toilet flushing, and other non-drinking purposes, and can become a breeding ground for harmful bacteria such as Legionella if not properly maintained.

The Health and Safety Executive (HSE) provides guidance on the control of Legionella bacteria in water systems, including the Approved Code of Practice L8. This guidance recommends that rainwater harvesting systems be inspected, cleaned, and disinfected at least annually, or more frequently if deemed necessary based on risk assessment outcomes.

To inspect and clean rainwater harvesting systems, the system should be emptied and thoroughly cleaned using a suitable cleaning agent. It is important to remove all debris, sediment, and biofilm that may have accumulated inside the system. After cleaning, the system should be disinfected using a suitable disinfectant and stand for a specified contact time. The system should then be refilled with fresh rainwater and the water quality tested to ensure it meets the required standards.

Regular maintenance of rainwater harvesting systems is an effective measure to prevent the growth of harmful bacteria like Legionella and ensure a safe water supply for non-drinking purposes.

Six monthly samples are taken to establish changes / elevation (TVC Total Viable Count) of microorganism and thereby a need for chlorination.

### This is undertaken by:

Company	Telephone	Emergency Tel	Email
BTS Electrics & Services	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-RAIN

P-BRA040-RAIN

## Rainwater Harvesting Asset List

Reference	Description	Location
P-BRA040-RAIN	Rainwater Harvesting Systems	Communal Room/Rest Room

Rainwater Harvest

Rainwater Harvest

## Rainwater Harvest Sample Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Aqua Force Plumbing Services	Jonathan Hill	11.03.2023	Pass	

Rainwater Harvest Sample

EXAMPLE



# 6. SECURITY & ACCESS SYSTEMS

## 6.1 Roller Shutter Doors

Regular maintenance of roller shutter doors is essential to ensure safe and reliable operation. These doors are commonly used in commercial and industrial settings, and can pose a risk of injury or damage to property if not properly maintained.

The Health and Safety Executive (HSE) provides guidance on the safe use of workplace equipment, including roller shutter doors. This guidance recommends that roller shutter doors be inspected and maintained regularly to ensure safe and reliable operation.

To inspect and maintain roller shutter doors, the door should be thoroughly checked for any signs of damage, wear, or malfunction. Any damage or wear should be repaired promptly, and any malfunctioning components should be replaced or repaired as necessary. It is also important to ensure that the door is properly lubricated to prevent excessive wear and tear.

Regular maintenance of roller shutter doors is an effective measure to prevent accidents, injuries, and damage to property.

### Appliance bay doors are serviced by:

Company	Telephone	Emergency Tel	Email
BTS Electrics & Services	03773 695 6239	03773 695 6239	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-ABDR

P-BRA040-ABDR

### Appliance Bay Doors Asset List

Reference	Description	Location
BRA040-ABDR-018664	ROLLER SHUTTER	GF:Reception Area

P-XXX\_XXX-ABDR

P-BRA040-ABDR

### Appliance Bay Doors Service Records

(shown when services are captured via Soterweb)

Company	By	Date	Result	Actioned
BTS Electrics & Services	Robert Monty	11.03.2023	Pass	

Appliance Bay Doors Service

## 6.2 Door Access System

Door access systems can be an important security, providing controlled access to various areas of the campus. To ensure that these systems are functioning correctly and effectively, a regular PPM program is necessary.

The Health and Safety Executive (HSE) provides guidance on the safe use of workplace equipment, including door access systems. This guidance recommends that door access systems be regularly maintained and inspected to ensure they are functioning correctly, and that any defects or issues are identified and rectified promptly.

A PPM program for door access systems may include the following:

1. Regular inspection: Door access systems should be inspected on a regular basis to ensure that they are functioning correctly. This may include checking for any damage or wear to components, such as locks, hinges, or electronic components.
2. Lubrication: Door access systems may require lubrication to ensure that they function smoothly and do not suffer from excessive wear or damage. The lubricant should be selected and applied in accordance with the manufacturer's instructions.
3. Cleaning: Door access systems should be kept clean and free from debris or other contaminants that may affect their function or performance. Cleaning may involve wiping down surfaces with a suitable cleaning agent and ensuring that any dirt or debris is removed from hinges, locks, or other components.
4. Testing: Door access systems should be tested regularly to ensure that they are functioning correctly. This may involve testing the system using access cards or fobs, and checking that the system responds as expected.
5. Repairs and replacements: Any defects or issues identified during inspection or testing should be rectified promptly. This may involve repairing or replacing components or calling in a specialist contractor to carry out more complex repairs.

This PPM program will ensure that these systems function correctly and providing effective security for the campus. By following the HSE guidance and regulations applicable to workplace equipment, the risk of accidents, incidents, or security breaches can be minimised, providing a safer environment for staff, students, and visitors.

#### Door access systems are serviced twice a year by:

Company	Telephone	Emergency Tel	Email
BTS Electrics & Services	03773 695 6239	03773 695 469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-DACS

P-BRA040-DACS

#### Door Access Asset List

Reference	Description	Location
BRA040-DACS-018625	MOTORISED DOOR - FRONT 1	GF:Garage
BRA040-DACS-018627	MOTORISED DOOR - FRONT 2	GF:Back Door
BRA040-DACS-018628	MOTORISED DOOR - FRONT 3	GF:Garage
BRA040-DACS-018629	MOTORISED DOOR - FRONT 4	Reception

P-XXX\_XXX-DACS

P-BRA040-DACS

#### Door Access Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Thorn & Thistle Consultants	Bev Wells	11.03.2023	Pass	

Door Access System Service

## 6.3 Automatic Powered Gates, Barriers

Automatic powered gates and barriers are vital for ensuring the security of university campus by controlling access to different areas. To maintain their effective functioning, it is essential to have a regular Planned Preventative Maintenance (PPM) program.

The Health and Safety Executive (HSE) provides guidance on workplace equipment safety,

including automatic powered gates and barriers. According to this guidance, regular maintenance and inspection of these systems are necessary to identify and rectify any defects or issues promptly.

The British Standards for automatic powered gates and barriers, such as BS EN 12635:2002, BS EN 12453:2017, BS EN 12978:2013, and BS EN 12445:2001, provide guidelines for the design, installation, and maintenance of these systems. Our PPM program includes regular inspections, lubrication, cleaning, testing, and repairs/replacements of any defective components or issues. The inspections involve checking for wear or damage to motors, sensors, and control systems. Lubrication helps ensure smooth functioning, and cleaning involves removing dirt or debris from surfaces and components. Testing involves checking the system's response to control panels or remote controls. Prompt repairs and replacements of any defects or issues identified are essential to maintain the system's safety and effectiveness.

### Automatic Gates and Barriers are serviced twice a year by:

Company	Telephone	Emergency Tel	Email
Industrial & Commercial Door Solutions	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-BAGA

P-BRA040-BAGA

### Automatic Gates & Barriers Asset List

Reference	Description	Location
BRA040-BAGA-018631	Automatic Barrier	Town Circular Park

P-XXX\_XXX-BAGA

P-BRA040-BAGA

### Automatic Gates & Barriers Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Industrial & Commercial Door Solutions	Brian Forde	11.03.2023	Fail	
Main sensor has failed. Barrier locked in the open position until fixed.				

Automatic Gates and Barriers Service

## 6.4 Intercom Systems

PPM on intercom systems will help ensure the effective functioning and prolong their lifespan and include:

1. Regular inspections: Regular inspections should be conducted to ensure that intercom systems are functioning correctly. This may involve checking for any damage or wear to components such as microphones, speakers, and cables. The inspections should be conducted in accordance with the manufacturer's recommendations.
2. Cleaning: Intercom systems should be kept clean and free from debris or other contaminants that may affect their function or performance. Cleaning should involve wiping down surfaces with a suitable cleaning agent and ensuring that any dirt or debris is removed from microphones, speakers, and cables.
3. Testing: Intercom systems should be tested regularly to ensure that it is functioning correctly. This may involve testing the system using control panels or remote controls and checking that the system responds as expected. Testing may also include checking the volume, clarity, and quality of the sound.
4. Repairs and replacements: Defects or issues identified during inspection or testing should be addressed promptly through repairs or replacements.

**Intercom systems are serviced twice a year by:**

Company	Telephone	Emergency Tel	Email
BTS Electrics & Services	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-INTS P-BRA040-INTS

**Intercom Asset List**

Reference	Description	Location
BRA040-INTS-018668	Intercom System	GF:Reception Area

P-XXX\_XXX-INTS P-BRA040-INTS

**Intercom Service Records**

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
SOTERweb Contractor Management Services Demo Database	Keving Reny	11.03.2023	Pass	

Intercom Service

**6.5 CCTV Systems**

The university places great importance on maintaining the safety and security of our students, staff, and visitors. In accordance with the British Standards Institution's BS EN 62676-4:2015, we have installed a closed-circuit television (CCTV) as part of the buildings security arrangements.

To ensure the effectiveness of this system, we engage a specialist third-party contractor to perform regular maintenance and servicing at six-month intervals. This proactive approach helps prevent premature breakdowns and ensures that our CCTV system remains operational.

**CCTV systems are serviced twice a year by:**

Company	Telephone	Emergency Tel	Email
Montgomery and Coupers Ltd	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-CCTV P-BRA040-CCTV

**CCTV System Asset List**

Reference	Description	Location
BRA040-CCTV-004442	CCTV NETWORK RECORDER	PLANT ROOM
BRA040-CCTV-004443	CCVT RACK	PLANT ROOM
BRA040-CCTV-004444	ANALOGUE CAMERA	FRONT DOOR
BRA040-CCTV-004445	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004446	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004447	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004448	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004449	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004450	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004451	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004452	ANALOGUE CAMERA	Information Not Provided

BRA040-CCTV-004453	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004454	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004455	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004456	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004457	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004458	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004459	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004460	ANALOGUE CAMERA	Information Not Provided
BRA040-CCTV-004461	CCTV MONITOR	CLERK OFFICE
BRA040-CCTV-004462	CCTV MONITOR	MUSTER BAY
BRA040-CCTV-004463	CCTV MONITOR	KITCHEN
BRA040-CCTV-004464	CCTV MONITOR	DISTRICT
BRA040-CCTV-018608	CCTV SYS 2	GF:Plant Room
BRA040-CCTV-018609	CCTV SYS 1	GF:Plant Room

P-XXX\_XXX-CCTV

P-BRA040-CCTV

## CCTV Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
MHY Consultants	Malcolm Hughes	11.03.2023	Pass	
All assets checked and ok				

CCTV Service

## 6.6 Intruder Alarms

The university prioritizes the safety and security of our students, staff, and visitors. In accordance with the British Standards Institution's BS EN 50131-1:2006, your buildings security arrangements include an intruder alarm system.

To maintain the effectiveness of this system we engage a specialist third-party contractor to perform regular maintenance and servicing at six-month intervals. This proactive approach helps prevent premature breakdowns and ensures that the system remains operational, reducing the risk of security breaches.

### Intruder Alarms are serviced twice a year by:

Company	Telephone	Emergency Tel	Email
MHY Consultants	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-INTR

P-BRA040-INTR

### Intruder Alarm Asset List

Reference	Description	Location
BRA040-INTR-000001	ALARM PANEL	COMMS ROOM
BRA040-INTR-000002	SPEECH DIALLER	COMMS ROOM
BRA040-INTR-018662	IDS	GF:Entrance Area

P-XXX\_XXX-INTR

P-BRA040-INTR

### Intruder Alarm Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
MHY Consultants	Malcolm Hughes	11.03.2023	Pass	

Intruder Alarm Service

EXAMPLE

# 7. FIXED LADDERS, STAIRS, FALL PROTECTION / FALL ARREST SYSTEMS

## 7.1 Fixed Ladders & Stairs

In accordance with British Standards BS 4211:2005 and CIBSE Guide D, all fixed ladders and stairs within our buildings are designed and installed to meet specific requirements for safe access and egress. CIBSE Guide D provides detailed guidance on the design of access and egress routes within buildings, including the design of fixed ladders and stairs.

The design of fixed ladders and stairs varies depending on the site, but they are typically installed in areas where frequent planned access is required for maintenance. They can be integrated with existing platforms and walkways or fixed to the building fabric. In addition, they may incorporate safety equipment such as gates, guardrails, hoops, mesh panels, and fall protection/fall arrest systems to ensure the safety of users.

Regular maintenance is essential to ensure that the equipment is in good condition and safe to use. The university needs to undertake Planned Preventive Maintenance (PPM) on this equipment to ensure it remains of sound construction and is securely fixed. CIBSE Guide D recommends regular inspection and maintenance of fixed ladders and stairs to ensure that they remain safe to use and comply with the relevant standards and regulations

### Fixed Ladders & Stairs are serviced twice a year by:

Company	Telephone	Emergency Tel	Email
Atlas Production Services	03773 695 6239	03773 695 1469	rik@montgomeryandcoupers.co.uk

P-XXX\_XXX-FLAS

P-BRA040-FLAS

### Fixed Ladders & Stairs Asset List

Reference	Description	Location
BRA040-FLAS-000001	Fixed Ladder	Drill Tower
BRA040-FLAS-000002	Fixed Ladder	Drill Tower
BRA040-FLAS-000003	Fixed Ladder	Drill Tower
BRA040-FLAS-000004	Fixed Ladder	Drill Tower
BRA040-FLAS-000005	Fixed Ladder	GF:Car Park

P-XXX\_XXX-FLAS

P-BRA040-FLAS

### Fixed Ladders & Stairs Service Records

(shown when services are captured via SOTERweb)

Company	By	Date	Result	Actioned
Atlas Production Services	Ben Teddy	11.03.2023	Pass	

Fixed Ladders and Stairs Inspection

## 7.2 Fall Protection Equipment including Anchor Bolts

When there is a need for maintenance operatives to work at height, the university has both a legal and moral duty to do all that is possible and physically practical to ensure the safety of those undertaking work to prevent a fall from height.

The Working at Height Regulations require employers to assess the risks associated with working at height and take appropriate measures to prevent falls. The hierarchy of control suggests that employers should look for alternative ways to complete the work at height. However, when working at height is unavoidable, fall protection systems should be implemented to prevent falls from occurring.

CIBSE Guide M offers advice on the safety of those who need to work at height. It recommends that building owners and operators should provide appropriate safety equipment, such as guardrail edge protection, lathway systems, roof safety systems, anchor points/bolts, to protect operatives from falls when working at height. Regular maintenance and testing of fall protection systems is essential to ensure that they remain fit for purpose and protect operatives from falls when working at height. In accordance with EN795 and manufacturers guidance, these fall protection systems should be inspected and tested at least every 12 months to ensure their continued effectiveness and compliance with relevant regulations

### Fall Arrest Equipment and Eye Bolts are serviced twice a year by:

Company	Telephone	Emergency Tel	Email
Atlas Production Services	03773 695 6239	03773 695 1400	atlas@montgomeryandcoupers.co.uk

P-XXX\_XXX-EBFA

P-BRA040-EBFA

### Fall Arrest Equipment & Eyebolt Asset List

Reference	Description	Location
BRA040-EBFA-000004	Eyebolt Class A1	Front Entrance/Sign In Room
BRA040-EBFA-000005	Guard Rail (fixed)	Plant Room (Distribution Board)
BRA040-EBFA-000006	Eyebolt Class A1	Plant Room
BRA040-EBFA-000007	Eyebolt Class A1	Front Main Office

P-XXX\_XXX-EBFA

P-BRA040-EBFA

### Fall Arrest Systems & Eye Bolt Service Records

(shown when services are captured via QTR web)

Company	By	Date	Result	Actioned
Atlas Production Services	Bob Filly	11.03.2023	Pass	

Fall Arrest Equip / Eye Bolt Service / Inspection