



Building Maintenance

INTRODUCTION

Buildings that are not maintained regularly will deteriorate in condition resulting in an increased risk of damage, insurance loss, business interruption, injury and prosecution. Remedial work costs are also likely to be substantially more.

Proactive building maintenance will not only ensure buildings remain in acceptable condition but will reduce the potential for damage, loss, injury and prosecution.

PROACTIVE ACTION NOW IS BETTER THAN REACTIVE ACTION WHEN IT'S TOO LATE

Most of the precautions provided in this section are little more than common sense and good business practice and should be used as a checklist for good preventative building maintenance.

PRECAUTIONS

- Introduce regular and systematic internal and external inspections of the premises. Frequency of inspections will vary depending on the use, location, age and construction of the buildings. A log of all inspections and remedial works should be kept - see the handy checklist below.
- If suitably trained and competent persons are not available within your staff, then contract the services of suitable competent contractors to inspect, assess conditions and if necessary carry out remedial works.

Inspections should include:

- Building fabric
 - Roofs
 - Floors
 - Fascias
 - Windows
 - Walls
 - Chimneys
 - Soffits
 - Lightning Conductor
 - Rainwater Goods
 - Doors and Steps
 - Perimeter Walls/Fences
 - Walkways/Pavements
 - External Lighting
 - Bulk Fuel Supplies and Associated Pipework
 - Yard Areas
 - Fire Escape Routes
 - Vegetation and Trees
 - Ensure all contractors coming onto your premises are controlled and supervised by use of Permit to Work systems, risk assessment and method statements depending on the nature of the work.
 - Ensure any employees instructed to carry out such maintenance work are provided with suitable training including an assessment of the risks and introduction of suitable controls measures for the task.
- Ensure electrical installations and equipment are inspected, tested and maintained.
Refer to *Risk Management Guide - Fixed Electrical Installations*.
 - Ensure heating systems are maintained and serviced in line with manufacturers' recommendations.
Refer to *Risk Management Guide - Heating Systems*.
 - Ensure all gas systems (including appliances, pipework, valves, regulators and meters) are installed, maintained, serviced and inspected by a 'Gas Safe' approved contractor.
 - Ensure all extraction and ventilation systems are inspected and tested by a competent person/contractor at least every 14 months.
 - Ensure all pressure systems are included within a written scheme of examination as required by law.
 - Ensure all lifting equipment is included within a written scheme of examination as required by law.
 - Ensure emergency lighting and fire safety systems are routinely tested, inspected and maintained.
 - Manage Asbestos within the premises.
 - Manage the risk of Legionella within water systems within the premises.

It is preferable that all inspections are recorded. Be sure to keep all your records up to date to assist with any planned preventative maintenance programme.

FURTHER GUIDANCE

Health & Safety Executive www.hse.gov.uk