

<b>Service Area</b>	<b>Audit /Inspection Arrangement</b>	<b>Ongoing Maintenance Arrangement</b>
Asbestos surveys	Armac Group to investigate as a one off: michael.brookes@armacgroup.co.uk Switchboard: 01675 443 788 Direct Dial: 01675 445 317	Caretakers to keep a register of "being clear" of asbestos and ensure none is introduced. Take advice from Armac on keeping control records.
Boiler system checks	BES is the British Engineering Service. 0345 072 4387 Emailsupportteam.servicedelivery@besgroup.com websitebesgroup.com. BES does an annual audit check of the TH boiler. Annual inspections of the CC and OMH boilers are not completed as they are simpler and are repaired on a call out basis.	Priority contacts are: the order of contacts are: Adrian Taylor -taylorade@hotmail.co.uk Trademaster -(0121 551 7799) Anthony Fletcher (Fletch) a.fletcher22@yahoo.co.uk (himself or for a contact)
Electrical Installation Condition Report	Needed every 5 years. TH last done in 2018. CC and OMH completed in 2023. Alan Chapman, AGC Electrical (Midlands) Ltd. enquiry@agcelectrical-midlands.com	General electrical work to be from Anthony Fletcher (Fletch) a.fletcher22@yahoo.co.uk (himself or for a contact)
Gas apparatus and radiators	No annual inspection required	Martin Carlisle: mobile 07941 394760 or 01675 462536 at home. He sometimes responds to a mobile better than the CTC office number (blocked in error?)
Legionella	Irrigonics has undertaken initial checks at all 3 buildings.	Caretakers to keep a register of water running and flushing routines. Take advice from Irrigonics on keeping control records.
Portable Apparatus Testing	The Grounds & Amenities Supervisor conducts an annual inspection of all Portable Apparatus at 3 main buildings for hire and the Cemetery office and garage.	New items are tested as they are acquired.
Roofing	No annual inspection required	Defects are addressed by this priority listing: Dave Holliday (Helen for contacts) Graham Harris harrisgraham40@yahoo.co.uk