

Appendix B - Maintenance Strategy Action Plan

<u>Action</u>	<u>Description</u>	<u>Timescale</u>
Undertake comprehensive Condition Survey on all Corporate Assets	Full Condition survey to be undertaken on corporate assets	October 2024
Undertake routine visual inspections to identify urgent and responsive repairs	Develop and maintain inspections in order to monitor ongoing records	Ongoing
Develop planned maintenance programme over the short, medium, long term based on Condition Survey findings	Based on condition survey findings, allocate budgets between planned and reactive expenditure	March 2025
Undertake sustainability audit on all corporate assets	Whole life costings v benefit	March 2025
Undertake utility usage audit in order to maximise energy efficiency	Data gathering of utility information in order to invest energy saving solutions	March 2025
Undertake cyclical compliance audit on all corporate assets	Lift inspections, legionella etc	March 2025
Undertake asset tagging	Registration of primary mechanical, electrical and plant across corporate assets	October 2025
Undertake routine inspections to ensure Lessee responsibility is being carried out in accordance with lease requirements	Monitor and enforce lease terms with tenants and lessees to ensure assets are being maintained	Ongoing