

**Appendix 1 - Maintenance Strategy Action Plan**

<b><u>Action Point Ref (MAP)</u></b>	<b><u>Action</u></b>	<b><u>Description</u></b>	<b><u>Original Timescale</u></b>	<b><u>Progress to Date</u></b>	<b><u>Revised Time Scale</u></b>
1	Undertake comprehensive Condition Survey on all Corporate Assets	Full Condition survey to be undertaken on corporate assets	October 2024	Completed	N/A
2	Undertake routine visual inspections to identify urgent and responsive repairs	Develop and maintain inspections in order to monitor ongoing records	Ongoing	Ongoing	Ongoing
3	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	90% Completed	March 2025
4	Undertake sustainability audit on all corporate assets	Whole life costings v benefit	March 2025	10% due to revised action prioritisation.	October 2025
5	Undertake utility usage audit in order to maximise energy efficiency	Data gathering of utility information in order to invest energy saving solutions	March 2025	Completed	N/A
6	Undertake cyclical compliance audit on all corporate assets	Lift inspections, legionella etc	March 2025	Ongoing	March 2025
7	Undertake asset tagging	Registration of primary mechanical, electrical and plant across corporate assets	October 2025	90% Completed - Action expedited to facilitate progress of other action points.	June 2025
8	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	Ongoing	Ongoing