

Premises logbook

The logbook is a living document and will evolve over time. As legislation changes, additional or amended pages may have to be published.

1. General guidance
2. Maintenance records (General information)
 - o Road safety equipment
 - o Lifts and lifting equipment
 - o PE, playground equipment and external areas
 - o Fire safety and emergency lighting
 - o Security systems
 - o Heating and gas installations
 - o Air conditioning and ventilation
 - o Electrical safety and lightning protection
 - o Ancillary or other equipment/systems

Part one: General guidance

Section/ Doc Ref	Document name
	<u>Statement of intent for building compliance</u> (pdf)
	Folder spine template
	<u>Cover sheet template</u>
I.00	<u>Contents page</u>
I.01	<u>Premises logbook general guidance</u> (pdf)
I.02	<u>Further support and advice</u> (pdf)
I.03	<u>Guidance to legal duties for maintenance regime (without prejudice) – December 2013</u> (pdf)
I.04	<u>Overview of tasks and documentation</u> (pdf)

Part two: Maintenance records

General information

Section/ Doc Ref	Document name	Information
GM01	<u>Maintenance calls record</u>	School records. LBE template.
GM02	<u>Maintenance contractors attendance record</u>	School records. LBE template.
GM03	<u>Emergency isolation and meter locations</u>	School records. LBE template.
GM04	<u>Building information locations</u>	School records. LBE template.
GM05	Mechanical and electrical maintenance planner	Contractor supplied planner
GM06	<u>Monitoring and review record</u>	School record of having reviewed this filing system/logbook. LBE template
GM07	Communications	General communications regarding maintenance and school's contractor(s).

Roof safety equipment

Section/ Doc Ref	Document name	Information
R01	Maintenance and remedial work records	Supplied by contractor
R02	Written scheme of examination	Drawn up by a competent person and copy kept on site
R03	Thorough inspection records—usually 6 months for roof safety equipment	Task record. Sometimes completed during ‘insurance inspections.’
RX	Good practice example (pdf)	Example maintenance procedures

Lifts and lifting equipment

Section/ Doc Ref	Document name	Information
L01	Logbook for all lifting equipment, including personnel lifts, hoists and platform lifts	Record of installation, location, maintenance, incidents, remedial works. School document.
L02	Maintenance and remedial work records for all of the above	Supplied by contractor.
L03	Written scheme(s) of examination	Drawn up by a competent person and copy kept on site
L04	Thorough inspection records - usually six monthly for people carrying equipment	Sometimes completed during ‘insurance inspections.’ Contractor document.
LX	<u>Good practice example (pdf)</u>	Example maintenance procedures

PE, playground equipment and external areas

Section/ Doc Ref	Document name	Information
P01	<u>Playground equipment inspection checklist weekly February 2024 (excel)</u>	School records. LBE template.
P02	<u>Playground equipment inspection checklist monthly February 2024 (excel)</u>	School records. LBE template.
P03	<u>Playground equipment inspection checklist weekly February 2024 (word)</u>	School records. LBE template.
P04	<u>Playground equipment inspection checklist monthly February 2024 (word)</u>	School records. LBE template.
P05	<u>Trees - visual inspection record</u>	Contractor inspector records

Fire safety and emergency lighting

Section/ Doc Ref	Document name	Information
F01	<u>Fire alarm—weekly call points activation record</u>	Task record – LBE template

F02	Fire alarm – specialist contractor servicing	Contractor service records
F03	<u>Emergency lighting monthly test record</u>	Task record – LBE template
F04	Emergency lighting – annual test by specialist	Contractor service records
F05	<u>Sprinkler alarm gong test record</u>	Task record – LBE template
F06	Sprinkler maintenance records	Contractor service records
F07	<u>Monthly door inspection records</u>	Task record – LBE template
F08	Fire extinguisher specialist inspections and maintenance	Contractor documents
F09	Fire extinguisher weekly inspection record	Task record – LBE template
FX	Good practice example (pdf)	Example procedures for fire safety equipment and measures

Security systems

Section/ Doc ref	Document name	Information
S01	Intruder alarm service records	Contractor documents
S02	Access control system service records	Contractor documents
S03	CCTV service records	Contractor documents
S04	<u>Panic alarm test records</u>	Task record – LBE template
SX	<u>Good practice examples</u> (pdf)	Example service regimes for security systems

Heating and gas installations

Section/ Doc ref	Document name	Information
H01	Heating system service records	Contractor documents
H02	Gas appliance service records, e.g. caretaker's house, gas water boilers, catering equipment	Contractor documents
H03	Insurance inspection records	Contractor documents
H04	Pressure system service records	Contractor documents
H05	Pressure vessels: written scheme of examination	If applicable, written scheme by an independent, competent person.
HX	Good practice example (Document to come)	Good practice examples for heating and gas systems

Air conditioning and ventilation

Section/ Doc ref	Document name	Information
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AC01	Air condition system servicing records	Contractor documents
AC02	General ventilation maintenance records, e.g. extractor fans, air handling units, LEV systems (excluding kitchen extracts)	Contractor and/or school records
AC03	Kitchen extract maintenance records	Contractor and/or catering company records
AC04	Fume cupboard inspection records	Contractor and/or school records
ACX	<u>Good practice example</u>	Examples of ventilation maintenance schedules

Electrical safety and lightning protection

Section/ Doc ref	Document name	Information
E01	Five year periodic electrical safety inspections	Contractor documents
E02	Remedial works records	Contractor documents
E03	Electrical appliance testing records	Contractor and/or school records
E04	Register of electrical appliances	School documents
E05	Lightning protection servicing records	Contractor documents
EX	<u>Good practice examples</u>	Maintenance regime examples for electrical safety

Ancillary or other equipment/systems

Section/ Doc ref	Document name	Information
A01	<u>Ladder and steps inspections</u>	Task record – LBE template
A02	Kiln maintenance records	Contractor documents
A03	<u>Other, e.g. ionising radiation equipment, pull cord alarms for accessible toilets, etc</u>	Task record – LBE template

Related services

Property services 2025/26

Was this page useful?

- Yes
- Neutral
- No

Last updated: 24 Feb 2025
