

PREMISES LOGBOOK

PART ONE

I. General Guidance and Information

It should be noted that some disciplines, including Asbestos Management and Water Hygiene have not been included in this logbook. Schools will already have a register or logbook for these disciplines and should continue to use these for the storage of relevant documentation.

This logbook has been divided into two parts. Part One contains general information, records and guidance, and Part Two contains specific sections for storing building compliance related information and documentation (a detailed explanation of each section follows below).

All pages from this logbook are available to download on EGfL –

www.egfl.org.uk/categories/safety/building/logbook.html

- ✓ General Guidance – An explanation of each section and its use.
- ✓ Further Support and Advice – This section contains a list of common areas of building compliance with the most appropriate person to contact within the Council. There is also a list of websites that provide information and guidance on health & safety and building compliance.
- ✓ Guidance to Legal Duties for Maintenance Regime (without prejudice) – December 2013
This guidance document was first issued in April 2009. It was compiled to provide building maintenance compliance guidance to help identify the minimum regime required to ensure that statutory duties are discharged in regards of compliance.
- ✓ Overview of Tasks and Documentation – This section contains guidance on the *minimum* tasks that are required within each discipline and lists what records should be kept.

PART TWO – Maintenance Records

Part Two is used to file the documentation relating to the school maintenance regime; this will include reports & certification from contractors and records of maintenance tasks completed by in-house staff. All documentation relating to specific systems or equipment should be filed in the appropriate section.

Whenever a maintenance contractor visits the school, they should always leave, as a minimum, an 'engineers worksheet'. This is a record of the works completed, who attended, on-site times and if any works are outstanding. The worksheet should be filed in the appropriate section of this logbook depending on the reason for the visit.

The following items are found at the beginning of Part Two:

- ✓ GM01: Maintenance Calls Record – Use this section to record calls to maintenance contractors. This will avoid duplicated calls and can be used as a performance monitoring record for suppliers.
- ✓ GM02: Maintenance Contractor Attendance Record – This section is to be used to record the attendance of maintenance contractors. It is not intended to replace the 'signing-in' book, but to enhance maintenance records, by recording a detailed reason for the visit. If used in conjunction with the 'Maintenance Calls Record' (above) it will make an effective performance management tool.
- ✓ GM03: Emergency Isolation & Utility Meter Locations – This section is used to record the locations of emergency isolation points and utility meters for electricity, gas and water, also to record the emergency contact details of the utility suppliers.
- ✓ GM04: Building Information Locations – Use this section to record the location of building compliance related information that is not kept in this logbook. This will include Asbestos Register, Water Hygiene Logbook, and COSHH Register etc.
- ✓ GM05: Mechanical & Electrical Maintenance Planner – Use this section to file the annual maintenance planner from your supplier(s). It should contain what tasks are to be completed, the frequency and when they will be completed.
- ✓ GM06: Monitoring and Reviews – To be effective a maintenance regime must be monitored and reviewed regularly, use this section to record the regular reviews (monthly, quarterly etc) and to highlight any performance issues with suppliers.
- ✓ GM07: Communications – General communications regarding maintenance and school's contractor(s).

Statutory maintenance tasks must be recorded; this may entail reports and/or certificates being issued by contractors, these documents should be filed in the appropriate section of this logbook. 'Part One – 105. Overview of Tasks and Documentation' lists what records should be kept as a minimum. Should there be any Health & Safety Executive (HSE) engagement, this will be an essential record to demonstrate compliance.

For ease of reference the maintenance disciplines in Part Two have been colour-coded as shown in the table below. All documentation or task record templates have been coloured to the appropriate discipline.

Roof Safety Equipment	Lifts and Lifting Equipment	PE, Playground Equipment & External Areas	Fire Safety and Emergency Lighting	Security Systems
Heating and Gas Installations	Air Conditioning and Ventilation	Electrical Safety and Lightning Protection	Ancillary or Other Equipment/ Systems	

A number of task/record templates have been included in relevant sections of the logbook, these generally refer to statutory maintenance checks and inspections that can be completed by in-house staff, but they can be used to monitor tasks by contractors. A full list is included below and all templates are available on Ealing Grid for Learning.

Where necessary, templates include guidance on how to complete the task and a section to record when any remedial (faults found during the test/ inspection) works have been completed.

Where text is green, a template or other document has been prepared to assist. All templates can be amended to best suit your site.

DISCIPLINE	Section/ Doc Ref	Document Name	Information
General Information	GM01	Maintenance Calls Record.	School records. LBE template.
	GM02	Maintenance Contractors Attendance Record.	School records. LBE template.
	GM03	Emergency Isolation and Meter Locations.	School records. LBE template.
	GM04	Building Information Locations.	School records. LBE template.
	GM05	Mechanical & Electrical Maintenance Planner.	Contractor supplied planner.
	GM06	Monitoring & Review Record.	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	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.	Example maintenance procedures.

Lifts and Lifting Equipment	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 6 monthly for people carrying equipment.	Sometimes completed during 'insurance inspections'. Contractor document.
	LX	Good practice example.	Example maintenance procedures.

PE, Playground Equipment & External Areas	P01	Playground equipment & area inspection record.	School records. LBE template.
	P02	Gym, sports halls and fitness areas inspection record.	School records. LBE template.
	P03	Trees – visual inspection record.	School records. LBE template.
	P04	External play equipment inspection records.	School records. LBE template.
	P05	PE equipment inspections – specialist contractor.	Contractor inspection records.
	P06	Playground equipment – specialist contractor.	Contractor inspection records.
	PX	Good practice example.	Example maintenance procedures.

Fire Safety and Emergency Lighting	F01	Fire alarm – weekly call points activation record.	Task record – LBE template.
	F02	Fire alarm - Specialist contractor servicing.	Contractor service records.
	F03	Emergency lighting monthly test record.	Task record – LBE template.
	F04	Emergency lighting – annual test by specialist.	Contractor service records.
	F05	Sprinkler alarm gong test record.	Task record – LBE template.
	F06	Sprinkler maintenance records.	Contractor documents.
	F07	Monthly door inspection records.	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 examples.	Example procedures for fire safety equipment and measures.	

Security Systems	S01	Intruder alarm service records.	Contractor documents.
	S02	Access control system service records.	Contractor documents.
	S03	CCTV service records.	Contractor documents.
	S04	Panic alarm test records	Task record - LBE template.
	SX	Good practice examples.	Example service regimes for security systems.

Heating & Gas Installations	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.	Good practice examples for heating and gas systems.

Air Conditioning and Ventilation	AC01	Air conditioning 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	Good practice example.	Examples of ventilation maintenance schedules.

Electrical Safety and Lightning Protection	E01	Five year periodic electrical safety inspection records.	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	Good practice example.	Maintenance regime examples for electrical safety.

Ancillary or Other Equipment/ Systems	A01	Ladder and steps inspections.	Task record – LBE template.
	A02	Kiln maintenance records.	Contractor documents.
	A03	Other e.g. ionising radiation equipment, pull cord alarms for accessible toilets etc	Task record – LBE template.