

TYPES OF MAINTENANCE

Maintenance tasks can be divided into four categories:

1. Regular planned preventative maintenance

Preventive maintenance maintains equipment according to a pre-established checklist and cycle (e.g. water blasting the building every year). Preventative maintenance is important as over time it will save the Parish time and money.

The Parish should have a routine where someone is regularly checking and inspecting the premises and identifying where any work needs to be done to keep the premises in good repair. This work might include:

- Cleaning out gutters to prevent blockages and damage to roofs
- Trimming trees to prevent them becoming too large and reduce the risk of losing branches on buildings and other property
- Regular painting to protect and prolong the life of woodwork
- Regularly replacing washers on taps.

2. Inspect and repair only as necessary.

This involves carrying out repairs to faults identified during cleaning and condition inspections. This is a reactive maintenance based on inspections.

3. Planned major maintenance tasks such as painting.

Cyclical maintenance that is performed on a specific cycle (e.g. replace roofs every 15 years). This involves work that will upgrade property to a higher standard and may include substantially upgrading existing property or replacing existing property, for example:

- Floor coverings
- Spouting
- Car park surface and paving
- Roofs.

4. Unplanned emergency maintenance

Responding to unplanned problems such as a roof leak. Includes emergency and breakdown maintenance most of which can be repaired by using contractors.

A Parish maintenance programme should use each of these techniques to ensure that Property is maintained and repaired in a cost-effective manner.