


Guidance to Good Maintenance Practices In Community Centres – An Overview



This document is an overview to good maintenance practices in Community Centres and is non-exhaustive – this is to serve as a guide only but as all facilities will differ, you are advised to also consult your own specialized contractors/advisors etc. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. No warranty is provided, express or implied, of its accuracy or completeness. The author, shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this document. The information contained in the document is correct at the time of writing.

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- Maintenance Practices in Community Centres
 - Factors Influencing Maintenance Practices
 - Good Maintenance Practices in Your Community Centres
 - Barriers To Good Maintenance Practices
 - Summary and Further Information Resources

Maintenance Practices In Community Centres

- Maintenance Practices - Planned vs Reactive Maintenance
- Documentation
- Maintenance Practices Specific To Community Centres:
 1. Fire Safety (Active, Passive)
 2. Mechanical (Water, Air)
 3. Electrical (Power, Lighting)
 4. Hygiene/Environmental (Water, Drainage)
 5. Structural (Roof, Glazing, Floors, Doors, Stairs)
 6. Security (Infrastructure, Systems)
 7. Other (Catering, Sports, Gym, Skyfold, Lifts etc)

1. Life Safety

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|--|---|--|--|
| Fire Alarm (maintenance) | 3-monthly | Legal Compliance | Testing and certification of 25% of all devices |
| Fire Alarm (testing) | Weekly | Legal Compliance | Testing of callpoints (red break glass units) and recording each week Note: Access controlled doors to also be checked and recorded |
| Fire Extinguishers (formal inspection and testing) | Yearly | Legal Compliance | Inspection, partial testing and certification of all extinguishers, fire blankets etc |
| Fire Extinguishers (visual inspection) | Monthly | Legal Compliance | Inspections to be noted in fire register |
| Disabled Toilet Alarms | 6-monthly | Indirect Legal Compliance | |
| Fire Hydrants | Yearly | Good Practice, Indirect Legal Compliance | Min of regular visual inspections. Currently covered under British Standards but local fire officers occasionally request evidence of formal testing and certification |

1. Life Safety contd.

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|----------------------------------|---|--|--|
| Disabled Refuge Systems | 6-monthly | Good Practice, Indirect Legal Compliance | Testing and Certification |
| Gas Leak Detection Systems | 6-monthly | Good Practice, Indirect Legal Compliance | Testing, calibration and certification |
| Fire Stopping (Audit) | Yearly | Good Practice, Indirect Legal Compliance | Inspection and verification, leading to a full site Fire Risk Assessment as per HSA requirements |
| Fire Doors (Audit) | 6-monthly | Good Practice, Indirect Legal Compliance | Inspections required by competent specialists |
| Roof Safety Systems (Inspection) | Yearly | Legal Compliance | Formal inspection and certification. Harnesses also require 6-monthly inspections |
| Smoke Vents | Yearly | Good Practice, Indirect Legal Compliance | Quarterly fire alarm testing should also be used to confirm that the smoke vents open |

2. Mechanical

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|---|---|--|--|
| Extract Fans | 6-monthly | Good Practice, Cost Reduction | May require specialist access equipment also. Also relevant to Covid by ensuring good ventilation rates |
| Kitchen Extraction Systems Ductwork | 6-monthly | Indirect Legal, Fire Safety | Cleaning and certification. Assumes access to all sections |
| Air Handling Units/Ventilation Supply Fans/ Destratification Fans | 6-monthly | Good Practice, Cost Reduction | May require specialist access equipment also. Filters to also be replaced. Also relevant to Covid by ensuring good ventilation rates |
| Heating Boilers/ Hot Water Boilers (Oil/Gas) | Yearly | RGI Recommendation, Indirect Legal, Cost Reduction | Gas Boilers require RGI registered maintenance provider. Boiler service report and emissions certification to be provided |
| High Level Gas Tube Heaters (Sports Halls) | Yearly | RGI, Indirect Legal, Cost Reduction | A competent RGI registered maintenance provider should be engaged for these. |

2. Mechanical contd.

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|--|---|--|--|
| Hot Water Storage Cylinders | Yearly | Indirect Legal (Legionella Management) | Inspection and drain-down/de-sludge |
| Radiators/TRVs | Yearly | Good Practice, Indirect Legal, Cost Reduction | Inspections for signs of leaks and/or faulty valves |
| Hot Water Thermostatic Mixers (undersink anti-scald) | Yearly | Good H&S Practice/Indirect Legal (Legionella Management), Cost Reduction | Flushing out and testing |
| Heat Recovery Units | Yearly | Good Practice, Indirect Legal, Cost Reduction | Inspection and cleaning of unit. Also relevant to Covid by ensuring good ventilation rates |
| Pumps, Pressurisation Units, Expansion Vessels, Booster Sets | Yearly | Good Practice, Cost Reduction | Inspection for leaks and early signs of failure, electrical testing |

2. Mechanical contd.

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|----------------------------------|---|---|---|
| Air Conditioning | 6-monthly | FGAS (annual), Good Practice, Cost Reduction | FGAS legal compliance requires at least one visit per year by a competent specialist |
| Heating System Chemical Dosing | 3-monthly | Good Practice (to manage rust/bacteria build-up/pH within the heating system), Cost Reduction | Testing and treatment by a competent specialist |
| Building Management System (BMS) | Yearly | Good Practice, Cost Reduction | Comprehensive service report that confirms that all devices have been tested/calibrated |

3. Electrical

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|--|---|---|--|
| Portable Appliance Testing (PAT) | Risk-Based (6-monthly to 5-yearly) | Good Practice, Indirect Legal | All devices with a 3-pin plug |
| RCD/RCBOs | Yearly | Good Practice, Indirect Legal | Testing of each circuit to confirm that safety devices work correctly |
| Thermographic/ Infrared Surveying of Electrical Boards | Yearly | Good Practice, Indirect Legal | All connections surveyed to identify potential issues, by competent person |
| Earthing and Bonding Inspection | Yearly | Good Practice, Indirect Legal | Inspection by competent person |
| Emergency Lighting | 3-monthly Inspection and Annual Testing | Legal Compliance | Inspection/Testing and Certification by competent person |
| Lightning Protection | Yearly Testing | Good Practice, Indirect Legal, Cost Reduction | Testing and Certification by competent person |

3. Electrical contd.

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|--|---|-------------------------------|-----------------------|
| General Lighting/External Lighting/High Level Lighting | Yearly | Good Practice, Indirect Legal | |

4. Hygiene/Environmental

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|---|---|--|---|
| Domestic Water Systems (Legionella Risk Assessment) | Yearly | Indirect Legal (Legionella Management) | Full formal RA document by competent inspector to comply with National Guidelines for Legionella Management in Ireland 2009 should be kept updated at all times |
| Domestic Water Systems (Sampling) | 6-monthly | Indirect Legal (Legionella Management) | Certified lab sampling of water for Ecolae, Legionella and Pseudomonas, to be kept in an onsite water hygiene logbook |
| Water Storage Tanks | Yearly | Indirect Legal (Legionella Management) | Formal record of inspection |
| Water Flushing and Temperature Testing Programme | Weekly (alternating) | Indirect Legal (Legionella Management) | Risk-based programme of flushing and recorded temperature testing of all outlets |

4. Hygiene/Environmental contd.

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|-------------------------------|---|--|--|
| Shower Head Sterilisation | Quarterly | Indirect Legal (Legionella Management) | Formal record of cleaning and sterilisation |
| Grease Trap Cleaning/Disposal | Quarterly | Trade Effluent (FOG) Legal compliance | Formal records of visits and correct disposal of waste by permitted carrier Note: Trade Effluent (FOG) Licence also required |
| Site Drainage | Yearly | Good Practice | Full safe working practices to be followed for confined spaces |
| Internal Drainage | Yearly | Good Practice | Full safe working practices to be followed for confined spaces |

5. Structural

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|-----------------------------|---|--|---|
| Roof Inspections | Yearly | Good Practice (storm damage can loosen cladding, roof felt, tiles etc) | Full safe working practices to be followed for working at height |
| Roof Drains | Yearly | Good Practice | Full safe working practices to be followed for working at height |
| High Level Electric Windows | Yearly | Good Practice | Full safe working practices to be followed for working at height |
| Glazing | Yearly | Good Practice | Visual inspection/maintenance only to confirm that all window restrictors, hinges and locks are working correctly |

5. Structural

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|--------------------|---|-------------------------------|--|
| Glazed Balustrades | Yearly | Good Practice, Indirect Legal | Industry norm moving to inspections by competent specialist contractors like roof safety systems |

6. Security

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|--|---|--|---|
| Access Control (Card/Keypad) Systems /Locksmiths | Yearly | Site Security, Legal Compliance, Good Practice | Works by PSA registered providers only |
| CCTV | Yearly | Site Security, Legal Compliance, Good Practice | Works by PSA registered providers only |
| Intruder Alarms incl Remote Alarm Monitoring | Yearly | Site Security, Legal Compliance, Good Practice | Works by PSA registered providers only |
| AutoDoors/ AutoGates/ Electric Barriers/ Electric Shutters | Yearly | Indirect Legal Compliance, Good Practice | Works by competent specialists only due to various applicable standards relating to machinery, guarding etc |

7. Other

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|---|---|--|--|
| Skyfold (Hall Partitions) | Yearly | Indirect Legal Compliance, Good Practice | Competent service providers only. Full safe working practices to be followed for working at height |
| Passenger Lifts (Maintenance) | 3-monthly | Indirect Legal Compliance, Good Practice, Cost Reduction | Comprehensive type contract recommended to minimise risk of excessive unplanned costs |
| Passenger Lifts (Statutory Inspections) | 6-monthly | Legal Compliance | Usually by insurance provider but can be by others instead (not lift maintenance providers) |
| Burco/Zip Water Boilers | 6-monthly | Indirect Legal Compliance, Good Practice, Cost Reduction | Inspect and de-scaled if necessary |
| Goalposts (Inspections) | Yearly | Legal Compliance | Formal Inspection Report by competent person |

7. Other contd.

| Asset Type | Suggested Planned Maintenance Frequency | Reason | Specific Requirements |
|--------------------------------|---|--|--|
| Basketball Hoops (Inspections) | Yearly/ 6-monthly | Legal Compliance | Formal Inspection Report by competent person (including wall fixings) |
| Gym Equipment | Yearly | Good Practice, Cost Reduction | Formal inspection and maintenance by competent provider |
| Kitchen Equipment | Yearly | Indirect Legal Compliance, Good Practice | FGAS and RGI certified provider to complete fully documented inspection and maintenance of all equipment incl PAT. |

Barriers To Good Maintenance Practices

- Difficulties getting full building documentation
- Poor handover of new/refurbished sites
- Badly installed systems
- Unique systems that can only be maintained by a single provider
- Lack of understanding of installed systems by onsite staff
- Lack of clarity regarding responsibility for maintenance
- Insufficient budget for planned, reactive or upgrade works
- Poor service by maintenance contractors
- Shortage of competent contractors in some markets causing high costs
- Lack of a management system for tracking maintenance

Summary and Further Information Resources

- Most types of assets are directly or indirectly influenced by legislation and it is the responsibility of the manager to ensure compliance
- Initial building documentation is essential for the management of all assets
- A wide range of maintenance providers must now be registered with an accreditation body to demonstrate their competence
- Sufficient budget must be allowed for planned and reactive maintenance of all assets and systems
- Further information can be got from:
 - www.hsa.ie
 - <http://stateclaims.ie/wp-content/uploads/2016/11/InspectionTestingRegulatoryRequirementsPart2.pdf>
 - <https://www.hpsc.ie/a-z/respiratory/legionellosis/publications/File,3936,en.pdf>



Thank You