Along with responsibility for utilities, you will need to consider the following:

1. Annual Emergency Lighting Servicing
2. Annual Thermostatic Mixer Valve Servicing
3. Monthly Legionella Monitoring
4. Annual Calorifier servicing/inspection
5. Annual PAT testing (if applicable)
6. Periodic electrical hard wire testing
7. Annual wall and ceiling fan servicing/inspection
8. Annual pump servicing (if applicable)

Please note that BTC will need to be responsible for:

1. Weekly alarm testing and record keeping (if applicable)
2. Weekly legionella testing (I’ve requested a list of duties from FM colleagues to make this clear what is required and will forward it on to you once I receive it)

I’ll arrange for a quotation to be prepared asap for your consideration. In the meantime, I’ve listed below those inspections which I know have already expired – I’ll provide a full list to you in due course once I have all the relevant up to date information.