

Porton Science Park – Building B Annual Planned Preventative Maintenance (PPM) Programme 2024				
Service or System	Frequency	Supplier	Status	Notes
Whole Building Fire Risk Assessment	3 yearly	WC Building Control		
Fire Alarm System	twice a year	Protec under PSP	visit 1: April 2025 visit 2: October 2025	
Disabled Refuge (3 stations)	twice a year	Protec under PSP	visit 1: April 2025 visit 2: October 2025	
Handheld Fire Extinguishers	once a year	TH WHITE under Lorne Stewart	completed January 2025	
CCTV System	once a year	TH WHITE under Lorne Stewart	completed January 2025	
Intruder Alarm	once a year	TH WHITE under Lorne Stewart	completed January 2025	
Legionella/Water Testing	monthly	Churchill under Lorne Stewart	completed January 2025	
Pressurisation Units	once a year	Churchill under Lorne Stewart	completed February 2025	For even water distribution building-wide
Domestic Hot Water Calorifiers LTHW / Electric	once a year	Churchill under Lorne Stewart	completed February 2025	for hot water
Closed Loop Water Systems	once a year	Churchill under Lorne Stewart	completed February 2025	for heating, ventilation, air conditioning and hot water
Thermostatic Mixer Valves	once a year	TWC under Kier	completed February 2025	for heating, ventilation, air conditioning and hot water
Showers	twice a year	Churchill under Kier	completed February 2025	
Lighting Protection & Man Safe/Fall Arrest System	once a year	Wiltshire Steeplejacks Lorne Stewart	completed January 2025	
Lift	monthly	Jackson Lifts under Kier	2025: J, F - completed	for lift, hoists, man safe systems and other lifting equipment
Emergency Lighting (self-contained)	once a year	TH WHITE under Lorne Stewart		offices, labs and communal areas
Building Management System	once a year	Powell Systems under Lorne Stewart		
Portable Appliance Testing	once a year	Wheeler's under Lorne Stewart		
Microwave oven testing	once a year	Wheeler's under Lorne Stewart		

Air Handling Units	twice a year	Aria Climate Systems under PSP	visit 1: April 2025 visit 2: October 2025	
AC Units	twice a year	Aria Climate Systems under PSP	visit 1: April 2025 visit 2: October 2025	
Fire Fighting Tank	monthly gauge and leaks checks	PSP	on going	
Fire Fighting Tank	partial drain and inlet valve test	Water Direct	next attendance – October 2025	
Fire Fighting Tank	3 yearly – full drainage for internal and external check	A1 Group and Envira-Mech under PSP	Monday 24 th February 2025	
TM44 AHU Air Con	5 yearly	Green Zone	TBA	
Electrical Fixed Wire Test	5 yearly	Andover Fire and Security	next attendance - 2027	

Additional Services				
Service	Notes	Frequency	Supplier	Schedule
Electricity		on going	Dstl	on going
Water		on going	Dstl	on going
Gas	NA			
Premises Mains Drains Maintenance		when required	WC FM	on going
Grounds Maintenance		April 2025 – October 2025 (roads and footpaths winter gritting – on demand)	Gavin Jones	on going
General Waste		currently, weekly collection – once a week	Hills Waste under PSP	on going
Mixed Recyclables		currently, weekly collection – once a week	Hills Waste under PSP	on going
Hazardous Waste (yellow bins)	TBC for: Biosurv Index Microbiology NHUK	On demand	Dstl Waste directly with lab operator	

Pest Control	communal areas, landlord risers and building's external and wider grounds	once a month	WC Pest Control	on going
External Lighting (roadways, car parks etc)		year round	Andover Fire and Security under PSP	on going
Communal Areas Cleaning		once a week – currently Tuesdays	Solstice Domestic Angels under PSP	on going
Window Cleaning		external panes - twice a year	Window Payne under PSP	on going