|  |  |  |
| --- | --- | --- |
| **Company Details** | | |
| Site address: | | |
| Set out below all repair and maintenance activities which may be required at site and the relevant contact details of contractors providing services for those areas. | | |
| **Activity** | **Company** | **Contact Number** |
| Access control equipment |  |  |
| Barrier repairs and maintenance |  |  |
| Catering |  |  |
| Cleaning |  |  |
| Electrician |  |  |
| Emergency lighting maintenance |  |  |
| Fall arrest systems |  |  |
| Fencing |  |  |
| Fire alarm engineer |  |  |
| Fire extinguisher maintenance |  |  |
| General builder |  |  |
| Glazier |  |  |
| Grounds maintenance contractors |  |  |
| IT services |  |  |
| Lift engineers |  |  |
| Office moves |  |  |
| Plumber |  |  |
| Security |  |  |
| Security alarm engineers |  |  |
| Sprinkler maintenance |  |  |
| Water treatment |  |  |
| Window cleaning |  |  |
| NB: all contractors to be used on site should go through the contractor approval process to ensure that they are competent and suitable arrangements in place for the effective management of health and safety. | | |

**Disclaimer**

These example forms, checklists and model policies are provided by Hettle Andrews for general guidance on matters of interest. In making these documents available to a general and diverse audience it is not possible to anticipate the requirements or the hazards of any subscriber’s business. Users are therefore advised to carefully evaluate the contents and adapt the forms and checklists to suit the requirements of each situation. Hettle Andrews does not accept any liability whatsoever for injury, damage or other losses which may arise from reliance on this information and the use of these documents.

Copyright of these documents remains with Hettle Andrews and whilst subscribers are permitted to make use of them for their own purposes, permission is not granted for resale of the intellectual property to third parties.