


ESTATES SERVICE PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: INTERNAL MAINTENANCE AND PROJECTS AUDITS	ESP 11	Rev. 01	
	Page 1 of 2	Issue Date: 29/06/2020	
	Owner: R Ward		

1.0 Scope and purpose of audits

The audits will cover the following areas:

- Statutory and planned maintenance works.
- Construction and refurbishment works.
- Insurance documentation.

The purpose of audits is to assess the safety, quality, speed, cost effectiveness and documentation of works and tasks carried out by the Estates Department or our contractors.

Audits will compare work against the University and the Estates Department published policies and procedures. Audits of planned maintenance works will review work against the agreed contract PPM schedules which are based on, but do not exclusively follow, the SFG20 guidance. They should not duplicate audit work carried out by the University Health and Safety department, though there may naturally be some overlap.

This procedure should be read in conjunction with ESPs 10 and 10a relating to site audits.

2.0 Frequency

All statutory maintenance task categories will be audited at least twice per year. All other maintenance task categories will be audited at least once per year. At least one project audit will be carried out per month.

3.0 Schedule

The audit schedule will be located on the HASMAP Teams page. It will show the audits scheduled over a 12-month academic year. A sample schedule is shown at Appendix 1. The schedule will be updated for the next academic year in June of the current year.

4.0 Auditor

The auditor will normally be one of the Compliance Team. Other staff may carry out audits under the guidance of the Compliance Team.

5.0 Outcomes report

A report detailing the audit findings will be issued to the Deputy Director of Estates, Head of Maintenance and Facilities and the Head of Projects for review and action.

6.0 Action register

A central action register will be used for all audits. This will be managed by the Senior Engineer Compliance.

The auditor will update the action register for each of the audit recommendations. This will include the following as a minimum:

Unique ID number; date of audit; contractor name; task group and type; task details; findings; recommendations for rectification and/or improvement; date to be actioned by; person responsible for actions; date completed.

7.0 Follow up and escalation

The auditors will follow up all outstanding actions from their audits on a fortnightly basis.

ESTATES SERVICE PROCEDURE



UNIVERSITY OF
LINCOLN

Subject:

INTERNAL MAINTENANCE AND PROJECTS
AUDITS

ESP 11

Rev. 01

Page 2
of 2

Issue Date:
29/06/2020

Owner: R Ward

If actions are not being dealt with in a timely fashion or there are issues which cannot be resolved at the operational level these will be escalated to the Deputy Director of Estates for instruction.

8.0 Reporting

Audit results will be reported at the monthly Hard FM contract meetings and quarterly to Estates SLT meetings. Action on outstanding audit recommendations will be instructed by Estates SLT.

Appendix 1

Internal maintenance and projects audit tracker

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Fire alarms/ extinguisher PPM (check logbooks)												
Fire dampers & shutters (check logbooks)												
Emergency lighting												
H/V safe system audit (TT & PM)												
Lifts												
Lightning conductors												
Imtech calibration												
Mansafe systems												
PAT												
Gas/oil boilers												
F Gas Register												
Planon Hot & Cold Water												
Check flushing records INB												
Check flushing records JBL												
Check flushing records Science												
PAT test records for Siemens, ITV, SIREN FM & Peter De Wint												
Summer works/Projects audits												
Accommodation LUOs												
Check Insurance reports												

Key	
Scheduled	
Checked and failed owing to major issues	
Checked and with minor issues	
Checked and passed	