

## Welton House Building Safety Service Schedule

From November 2023

### Welton House

Welton House was built in 1969 and is a 16 storey / 45m tall building, with 90 rented general needs homes. It has one central staircase, seven clearly signed fire exits, and a total floor area of 4500m<sup>2</sup>.

### Category:

Higher risk building - 2.

### Details of construction:

Reinforced concrete frame and floor slabs with outer brickwork and external wall insulation (EWI) cladding. The EWI is different from the first floor upwards to that installed on the ground floor (refurbished in 2007).

### Heating type:

Electric.

### Parking:

Car park to the front and side of the building.

### Safety checks:

835 each year.

### Number of fire doors within the building:

245.

### Contact us

-  [www.thirteengroup.co.uk](http://www.thirteengroup.co.uk)
-  0300 111 1000
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## Safety Checks

TYPE	FREQUENCY	RESPONSIBLE PERSON
Asbestos (communal areas)	Annually	Head of Investment & Cyclical Maintenance
Booster pump	Quarterly	Head of Investment & Cyclical Maintenance
Building façade	Every two years	Head of Compliance & Customer Safety
Calorifier water heater inspection	Quarterly	Head of Investment & Cyclical Maintenance
Closed circuit television	Bi-annually	Head of Investment & Cyclical Maintenance
Cold water storage inspections	Bi-annually	Head of Investment & Cyclical Maintenance
Commercial gas boiler	Bi-annually	Head of Investment & Cyclical Maintenance
Communal EICR	Every five years	Head of Investment & Cyclical Maintenance
Compartmentation survey	Every three years (under review)	Head of Compliance & Customer Safety
Door entry access	Bi-annually	Head of Investment & Cyclical Maintenance
Dry riser (pressure)	Annually	Head of Investment & Cyclical Maintenance
Dry riser (visual)	Annually	Head of Investment & Cyclical Maintenance
Emergency lighting (annual drain down)	Annually	Head of Investment & Cyclical Maintenance
Emergency lighting (monthly)	Monthly	Head of Investment & Cyclical Maintenance
Fire alarms (quarterly)	Quarterly	Head of Investment & Cyclical Maintenance
Fire alarms (weekly)	Weekly	Head of Building Support Services
Fire doors communal	Quarterly	Head of Compliance & Customer Safety
Fire extinguisher	Annually	Head of Investment & Cyclical Maintenance
Fire risk assessment	Bi-annually	Head of Compliance & Customer Safety
Flat entrance fire doors	Annually	Head of Compliance & Customer Safety
Generator back up (electrical load bank test)	Annually	Head of Investment & Cyclical Maintenance
Generator back up (mechanical certificate)	Bi-annually	Head of Investment & Cyclical Maintenance
Generators insurance	Annually	Head of Investment & Cyclical Maintenance
Laundry	Bi-annually	Head of Investment & Cyclical Maintenance
Lift A (LOLER)	Bi-annually	Head of Investment & Cyclical Maintenance
Lift A (maintenance)	Every two months	Head of Investment & Cyclical Maintenance
Lift B (LOLER)	Bi-annually	Head of Investment & Cyclical Maintenance
Lift B (maintenance)	Every two months	Head of Investment & Cyclical Maintenance
Lighting conductor	Annually	Head of Investment & Cyclical Maintenance
Plant room	Annually	Head of Investment & Cyclical Maintenance
Portable appliance test	Annually	Head of Investment & Cyclical Maintenance
Refuse room (chute damper)	Annually	Head of Investment & Cyclical Maintenance
Refuse room (suppression system)	Monthly	Head of Investment & Cyclical Maintenance
Rooftop fans	Quarterly	Head of Investment & Cyclical Maintenance
Rooftop inspection	Monthly	Head of Building Support Services
Smoke ventilation system	Annually	Head of Investment & Cyclical Maintenance
Structural surveys	To be commissioned 2023/24	Head of Compliance & Customer Safety
Temperature monitoring	Quarterly	Head of Investment & Cyclical Maintenance
Vehicle barriers	Bi-annually	Head of Investment & Cyclical Maintenance
Visual inspection of fire regulations equipment	Monthly	Head of Compliance & Customer Safety
Water risk assessment	Bi-annually	Head of Investment & Cyclical Maintenance

**This service schedule is reviewed and refreshed annually in line with our overall risk and assurance approach.**