Ashford Business Services Ltd

Preventive maintenance schedule

Plan servicing before things break - equipment, frequency, and who does it.

Year	Year
Site	Site
Prepared by	Sarah Mitchell
Approved by	Sarah Mitchell

Schedule

Equipment / system	Task	Frequency	Jan	Feb	Mar	Apr	May	Jun
Boiler	Service	Annual						
Fire alarm	Test	Weekly						
Air con	Filter change	Quarterly						
Lifts	Inspection	6-monthly						

Mark each completed task with the date and initials. Continue the schedule for July–December on a second sheet.

Contractors

System	Contractor	Contact	Contract end
System	Company	01632 960 123	9 November 2026
System	Company	01632 960 123	9 November 2026

Sign-off

Prepared by	Approved by	Date