

Preventative Maintenance Plan for Office and Service Premises

Example Park, Sample Way, Sampletown

Prepared by Example Consulting Ltd
for Example Property Holdings Ltd

Synthetic sample: the building, client, people and figures in this report are fictional.





Table of Contents

1	Executive Summary	4
2	Basis of the Plan	5
3	Photo Schedule	6
4	MEP PPM Schedule	8
5	Statutory and Routine Maintenance	10





Document Revision

Author	Checked by	Document Reference
J. Ellis	P. Shah	EX01-ECL-EP-ZZ-R-MEP-002

Date	Revision No.	Notes
16/10/2026	Draft	For review

Signed off by	Role	Date signed off
Not yet signed off		

Drafted in Report Metric from site notes, voice recordings and photos captured in Note Metric. Asset details come from data plates read out on site. A named reviewer checks every line, enters every cost and signs the plan off before issue. Totals are calculated by the software, never typed.



1 Executive Summary

Example Consulting Ltd was appointed by Example Property Holdings Ltd to prepare a ten year preventative maintenance plan for the mechanical, electrical and public health (MEP) services at Example Park, Sample Way, Sampletown.

The property was completed in 2020 and comprises a six storey main office block, a two storey office wing and a single storey service wing (Photo 1). The services were installed between 2019 and 2021 and are in good or fair condition.

Heating is from two gas condensing boilers in the main plant room (Photo 2), serving radiators, the air handling unit and the calorifier (Photo 3). Cold water is stored in a sectional tank with a booster set (Photo 4). The office wing has local electric water heaters (Photo 8).

The main block is cooled and heated by VRF systems with condensing units on the roof (Photo 6) and ventilated by an air handling unit with heat recovery (Photo 5). The office wing meeting room has a split unit (Photo 7).

Power is from a dedicated substation through the main LV switchgear (Photo 9), with a standby generator for the life safety systems (Photo 10). Lighting is LED throughout. The property has an addressable fire alarm (Photo 11), self contained emergency lighting (Photo 12), two passenger lifts (Photo 13), CCTV (Photo 14) and EV charge points.

The plan totals £842,800 over ten years, including an annual servicing allowance. Because the services are young, spending is light for eight years (£381,300 in Years 1 to 8) and rises sharply in Years 9 and 10 (£461,500), when the VRF systems, pumps and booster set reach the end of their expected life.

The points to plan for are:

1. Emergency lighting batteries are due for replacement in Year 1, with a full duration test.
2. The smoke detectors, CCTV system and office wing water heaters reach the end of their expected life in Year 4, alongside a mid life overhaul of the air handling unit.
3. The VRF systems are due for replacement in Years 9 and 10. Design and budgeting should start in Year 7, considering lower GWP refrigerants and how the replacement fits with any move to heat pumps.
4. The plan keeps the gas boilers. If the heating is converted to heat pumps to reach EPC B by 2031, that cost moves into Year 4 and the boiler line falls away.
5. The plan assumes the overdue electrical inspection, fire alarm service and air conditioning inspection found during the due diligence inspection are cleared before Year 1.



2 Basis of the Plan

- The plan covers the MEP services only. The building fabric is excluded.
- Year 1 is 2027 and the plan runs to 2036.
- Condition is rated 1 (satisfactory), 2 (repair or replacement needed, not urgent) or 3 (urgent or serious).
- Expected life is taken from the indicative economic life tables that accompany CIBSE Guide M (2023), adjusted for the condition we saw and how the plant is used.
- Maintenance tasks and frequencies follow SFG20 and the relevant British Standards and HSE guidance. See section 5.
- Costs are budget allowances entered by the reviewer, at current prices, excluding VAT, professional fees, contractor preliminaries, contingency and inflation.
- The inspection was visual and non-intrusive. Ages come from data plates and the 2020 completion records.

The structure of the plan has regard to the RICS professional standard Planned preventative maintenance (1st edition, 2022). That standard is written mainly for building fabric; for MEP plant, CIBSE Guide M and SFG20 are the main references. Costs can be coded to NRM 3 elements if required.



3 Photo Schedule



Photo 1: Main office block and office wing, front



Photo 2: Gas condensing boilers, main plant room



Photo 3: Calorifier, main plant room



Photo 4: Cold water storage tank and booster set



Photo 5: Air handling unit, main plant room



Photo 6: VRF condensing units, roof plant platform



Photo 7: Split unit, office wing meeting room



Photo 8: Electric water heater, office wing kitchenette



Photo 9: Main LV switchgear, electrical service room



Photo 10: Standby generator, rear service yard



Photo 11: Fire alarm panel, ground floor entrance



Photo 12: Exit sign, ground floor corridor



Photo 13: Passenger lift, ground floor lobby



Photo 14: External CCTV camera, office wing



4 MEP PPM Schedule

Costs are entered by the reviewer. Year and cumulative totals are calculated by the software.

Ref	System	Asset	Location	Installed	Cond.	Life	Action	Y1 2027	Y2 2028	Y3 2029	Y4 2030	Y5 2031	Y6 2032	Y7 2033	Y8 2034	Y9 2035	Y10 2036	Total
P1	Heating	Gas condensing boilers (2 no.)	Main plant room	2020	1	20	Retain; service annually											
P2	Heating	Heating pumps, variable speed	Main plant room	2020	1	15	Replace									£7,500		£7,500
P3	Heating	Pressurisation unit and expansion vessels	Main plant room	2020	1	15	Replace									£3,800		£3,800
P4	Heating	Panel radiators and TRVs	Whole site	2020	1	25	Replace TRV heads						£3,200					£3,200
P5	Hot water	Calorifier	Main plant room	2020	1	20	Retain; inspect annually											
P6	Hot water	Electric water heaters (6 no.)	Office wing	2020	2	10	Replace				£4,800							£4,800
P7	Cold water	Booster set pumps	Main plant room	2020	1	15	Replace pump sets									£9,500		£9,500
P8	Cold water	Sectional cold water storage tank	Main plant room	2020	1	25	Retain; inspect annually											
P9	Cooling	VRF outdoor units (4 no.) and indoor units	Roof and main block	2020	1	15	Phased replacement over two years									£180,000	£180,000	£360,000
P10	Cooling	Split unit	Office wing meeting room	2020	1	12	Replace with a low GWP unit						£5,500					£5,500
P11	Cooling	Air conditioning inspection	Whole site	2026	n/a	5	Five yearly inspection					£2,200					£2,200	£4,400
P12	Ventilation	Air handling unit	Main plant room	2020	1	20	Mid life overhaul: fans, drives, controls				£14,000							£14,000
P13	Ventilation	WC extract fans and roof cowls	Main roof	2020	2	15	Replace fans									£8,500		£8,500
P14	Controls	BMS head end computer and software	Main plant room	2020	2	8	Upgrade		£6,500									£6,500
P15	Electrical	Main LV switchgear	Electrical service room	2020	1	25	Thermographic survey	£1,800					£1,800					£3,600



Ref	System	Asset	Location	Installed	Cond.	Life	Action	Y1 2027	Y2 2028	Y3 2029	Y4 2030	Y5 2031	Y6 2032	Y7 2033	Y8 2034	Y9 2035	Y10 2036	Total
P16	Electrical	Electrical installation condition report	Whole site	2026	n/a	5	Five yearly test					£4,500					£4,500	£9,000
P17	Electrical	Standby generator	Rear service yard	2020	1	25	Major service and overhaul						£9,000					£9,000
P18	Lighting	Emergency lighting batteries	Whole site	2020	2	5	Replace batteries	£7,500					£7,500					£15,000
P19	Lighting	LED drivers, office floors	Main block	2020	1	15	Replace failed drivers								£12,000			£12,000
P20	Lighting	Batten diffusers	Service wing corridors	2020	2	10	Replace diffusers			£1,200								£1,200
P21	Fire	Smoke detectors (approx. 300 no.)	Whole site	2020	1	10	Replace				£24,000							£24,000
P22	Fire	Fire alarm panel	Ground floor entrance	2020	1	15	Replace									£9,500		£9,500
P23	Fire	Dry riser inlet and landing valves	Main block	2020	1	25	Replace valve seals; repaint inlet							£2,800				£2,800
P24	Lifts	Passenger lifts (2 no.)	Main block	2020	1	20	Refresh door equipment								£16,000			£16,000
P25	Security	CCTV cameras and recorder	External	2020	1	10	Replace				£18,000							£18,000
P26	EV charging	Charge points (6 no.)	Car park	2021	1	10	Replace					£15,000						£15,000
P27	All	Statutory and routine servicing	Whole site	n/a	n/a	n/a	Annual servicing contract allowance	£28,000	£28,000	£28,000	£28,000	£28,000	£28,000	£28,000	£28,000	£28,000	£28,000	£280,000
Total								£37,300	£34,500	£29,200	£88,800	£49,700	£51,800	£34,000	£56,000	£246,800	£214,700	£842,800
Cumulative								£37,300	£71,800	£101,000	£189,800	£239,500	£291,300	£325,300	£381,300	£628,100	£842,800	



5 Statutory and Routine Maintenance

The annual servicing allowance in the schedule assumes the following tasks as a minimum. Frequencies should be confirmed against SFG20, the manufacturers' instructions and the property's own risk assessments.

System	Task	Frequency	Basis
Gas boilers	Service and gas safety check	Annual	Gas Safety (Installation and Use) Regulations 1998; manufacturer
Heating plant	Service pumps, pressurisation unit and expansion vessels	Annual	SFG20
Hot and cold water	Temperature checks at sentinel outlets	Monthly	HSE ACOP L8 and HSG274 Part 2
Hot and cold water	Flush little used outlets	Weekly	HSE HSG274 Part 2
Cold water storage	Inspect tank condition and cleanliness	Annual	HSE HSG274 Part 2
Water risk assessment	Review, and after any change to the system	As the assessment sets	HSE ACOP L8
VRF and split units	Service; leak checks at the frequency the rules set for each charge	Service at least annual	GB F-gas regulations; SFG20
Air conditioning	Energy inspection of systems over 12 kW	Not more than 5 years apart	Energy Performance of Buildings Regulations 2012
Air handling unit	Filters, drives and dampers	As SFG20 sets	SFG20
Fire alarm	User test of a call point	Weekly	BS 5839-1:2025
Fire alarm	Inspection and service by a competent person	Not more than 6 months apart	BS 5839-1:2025
Emergency lighting	Functional test	Monthly	BS 5266-1:2025 and BS EN 50172
Emergency lighting	Full rated duration test	Annual	BS 5266-1:2025 and BS EN 50172
Electrical installation	Electrical installation condition report	Not more than 5 years apart	BS 7671 and IET Guidance Note 3
Standby generator	Run test; load bank test	Monthly; annual	SFG20; manufacturer
Passenger lifts	Thorough examination	Every 6 months	LOLER 1998
Dry riser	Visual inspection; pressure test	Six monthly; annual	BS 9990
CCTV, EV charge points	Service	Annual	SFG20; manufacturer

Records of every test should be kept on site. The fire risk assessment and asbestos register were not reviewed as part of this plan and should be kept up to date by the duty holder.

 report metric