Statutory maintenance checklist (UK)

Every legally required building inspection with its legislation or standard, frequency and who may do it. Fill in the dates for each building. Intervals checked against gov.uk, HSE and British Standard summaries on 24 October 2026. Items marked 'England only' come from English regulations; HSE regulations apply across Great Britain. The shorter of the legal interval and the date on your latest report always wins.

Building:		Reviewed by:		Date:	

Weekly

Item	Legislation / standard	Frequency	Competent person	Last done	Next due	Evidence held
Fire alarm — manual call point test (different call point each week, logged) Log in the fire logbook; test at the same day/time each week.	BS 5839-1 (recommendation); duty under Regulatory Reform (Fire Safety) Order 2005 art. 17	Weekly	Trained on-site person			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Sprinkler system — alarm, valve and pressure checks Follow the manufacturer's and installer's schedule — check the current standard.	BS EN 12845 / LPC Rules; RRO 2005 art. 17	Weekly	Trained on-site person			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Legionella — flush infrequently used outlets Record in the water hygiene log.	HSE ACoP L8 / HSG274 Part 2	Weekly	Trained in-house person			[ ] Certificate [ ] Log [ ] Report [ ] Photo

Monthly

Item	Legislation / standard	Frequency	Competent person	Last done	Next due	Evidence held
Emergency lighting — short function (flick) test of every luminaire Check luminaires are clean, undamaged and light up on supply failure.	BS 5266-1 / BS EN 50172; RRO 2005 art. 17	Monthly	Trained on-site person			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Legionella — hot and cold sentinel outlet temperatures; TMV checks Cold below 20°C within 2 minutes; hot at least 50°C within 1 minute (55°C in healthcare).	HSE ACoP L8 / HSG274 Part 2	Monthly	Trained in-house person			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Fire extinguishers — visual check (in place, undamaged, pressure gauge, tamper seal) More often where premises are open to the public.	BS 5306-3 (recommendation)	Monthly	Trained on-site person			[ ] Certificate [ ] Log [ ] Report [ ] Photo
High-rise residential (18 m+ or 7+ storeys) — firefighting lifts and firefighting equipment checks Report defects not fixed within 24 hours to the fire and rescue service. England only.	Fire Safety (England) Regulations 2022 regs 7–8	Monthly	Responsible person			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Fire alarm — standby battery / generator checks Vented batteries examined and topped up quarterly.	BS 5839-1 (recommendation)	Monthly	Trained on-site person			[ ] Certificate [ ] Log [ ] Report [ ] Photo

Quarterly

Item	Legislation / standard	Frequency	Competent person	Last done	Next due	Evidence held
Fire doors in common parts — residential buildings over 11 m Check self-closers, gaps, seals, glazing, damage. England only.	Fire Safety (England) Regulations 2022 reg 10	Quarterly	Responsible person (or competent contractor)			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Legionella — shower heads and hoses cleaned and descaled	HSE HSG274 Part 2	Quarterly (or as risk assessment sets)	Trained in-house person			[ ] Certificate [ ] Log [ ] Report [ ] Photo

Every six months

Item	Legislation / standard	Frequency	Competent person	Last done	Next due	Evidence held
Fire alarm — periodic inspection and servicing Certificate of inspection and servicing at each visit.	BS 5839-1 (recommends at least two service visits a year); RRO 2005 art. 17	Every 6 months	Competent fire alarm engineer			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Passenger lifts and lifting equipment that carries people; all lifting accessories — thorough examination Report of thorough examination kept until the next report, at least 2 years.	LOLER 1998 reg 9	Every 6 months (or per written examination scheme)	Competent person (usually the insurer's engineer surveyor)			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Legionella — cold water ball valve outlet temperatures	HSE HSG274 Part 2	Every 6 months	Trained in-house person			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Automatic opening vents (AOV) / smoke control — service Interval set by the manufacturer and the fire risk assessment — check.	BS 7346 / BS EN 12101; RRO 2005 art. 17	Typically every 6 months	Competent smoke-control engineer			[ ] Certificate [ ] Log [ ] Report [ ] Photo

Annual

Item	Legislation / standard	Frequency	Competent person	Last done	Next due	Evidence held
Gas safety check — every gas appliance and flue in rented property (CP12 / Landlord Gas Safety Record) Copy to tenants within 28 days; keep records at least 2 years.	Gas Safety (Installation and Use) Regulations 1998 reg 36	Every 12 months (may be done up to 2 months early and keep the anniversary)	Gas Safe registered engineer			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Emergency lighting — full-duration (3-hour) test Fix failed luminaires; certificate and logbook entry.	BS 5266-1 / BS EN 50172	Every 12 months	Competent engineer			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Fire extinguishers — basic service Extended service: 5 years water/foam/powder, 10 years CO2.	BS 5306-3	Every 12 months (± 1 month)	Competent extinguisher service engineer			[ ] Certificate [ ] Log [ ] Report [ ] Photo

Item	Legislation / standard	Frequency	Competent person	Last done	Next due	Evidence held
Fire risk assessment — review Since 1 Oct 2023 (Building Safety Act s.156) the full assessment and findings must be recorded, whatever the size of the premises.	Regulatory Reform (Fire Safety) Order 2005 art. 9 (review 'regularly' — no fixed interval; annual review is common practice)	Review at least yearly, and after any significant change	Competent fire risk assessor			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Flat entrance fire doors — residential buildings over 11 m England only.	Fire Safety (England) Regulations 2022 reg 10	Every 12 months (best endeavours)	Responsible person			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Asbestos — re-inspection of known asbestos-containing materials and register review (pre-2000 non-domestic and communal areas) Keep the asbestos register and management plan for the life of the building.	Control of Asbestos Regulations 2012 reg 4 (duty to manage); HSE guidance: re-inspect at least every 12 months	Every 12 months (more often for higher-risk materials)	Duty holder; surveys by a competent (UKAS-accredited) surveyor			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Lightning protection system — inspection and test Not a stand-alone statutory interval — check the current standard.	BS EN 62305-3 (recommendation); Electricity at Work Regulations 1989	Every 12 months (industry practice uses an 11-month cycle)	Specialist lightning protection engineer			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Legionella — cold water storage tank and calorifier internal inspection	HSE HSG274 Part 2	Every 12 months	Competent water hygiene contractor			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Goods lifts, hoists and other lifting equipment not carrying people — thorough examination	LOLER 1998 reg 9	Every 12 months (or per written examination scheme)	Competent person			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Sprinkler system — annual service Check the current standard and the insurer's requirements.	BS EN 12845 / LPC Rules	Every 12 months	Competent sprinkler engineer			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Hose reels — full inspection and test under pressure	BS EN 671-3	Every 12 months (pressure test every 5 years)	Trained and competent person			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Display Energy Certificate — public buildings over 250 m² Public authority buildings frequently visited by the public only.	Energy Performance of Buildings (England and Wales) Regulations 2012	Every 12 months (over 1,000 m²); every 10 years (250–1,000 m²)	Accredited energy assessor			[ ] Certificate [ ] Log [ ] Report [ ] Photo

Every few years

Item	Legislation / standard	Frequency	Competent person	Last done	Next due	Evidence held
EICR (fixed wiring) — privately rented homes in England Copy to tenants within 28 days, to a new tenant before they move in, to the council within 7 days if asked; remedial work within 28 days. Extended to social housing in 2025.	Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	At least every 5 years (or as the report states)	Qualified and competent person (e.g. C&G; 2391 or equivalent)			[ ] Certificate [ ] Log [ ] Report [ ] Photo
EICR (fixed wiring) — commercial and industrial premises The report itself sets the next inspection date — the shorter interval wins.	Electricity at Work Regulations 1989 reg 4(2); BS 7671 / IET Guidance Note 3 recommended maximum intervals	5 years commercial; 3 years industrial; 1 year for some higher-risk premises	Qualified and competent electrician			[ ] Certificate [ ] Log [ ] Report [ ] Photo

Item	Legislation / standard	Frequency	Competent person	Last done	Next due	Evidence held
Legionella risk assessment — full review Keep the written scheme of control up to date.	HSE ACoP L8 / HSG274 Part 2	Review regularly and after any system change (2-yearly review is common practice; no fixed legal interval)	Competent legionella risk assessor			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Air-conditioning inspection (TM44) — systems over 12 kW total cooling capacity Keep the report and hand it to a new owner or operator — check the current regulation.	Energy Performance of Buildings (England and Wales) Regulations 2012 (inspection of air-conditioning systems)	At least every 5 years	Accredited energy assessor			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Pressure systems — boilers, compressed air receivers, steam — examination under a written scheme No written scheme = the system may not lawfully be operated.	Pressure Systems Safety Regulations 2000 regs 8–9	Intervals set by the written scheme of examination (often 12–14 months for boilers; up to 26 months for some systems)	Competent person (usually the insurer's engineer)			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Fire extinguishers — extended service / overhaul	BS 5306-3	Every 5 years (water, foam, powder); every 10 years (CO2)	Competent extinguisher service engineer			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Energy Performance Certificate Minimum rating E to let (MEES) — check the current regulation.	Energy Performance of Buildings (England and Wales) Regulations 2012	Valid 10 years; needed on sale or letting	Accredited energy assessor			[ ] Certificate [ ] Log [ ] Report [ ] Photo

Event-driven and risk-based

Item	Legislation / standard	Frequency	Competent person	Last done	Next due	Evidence held
Smoke alarms (every storey with living accommodation) and CO alarms (any room with a fixed combustion appliance, excluding gas cookers) — rented homes Social landlords included from 1 Oct 2022. Penalty up to £5,000 — check the current regulation.	Smoke and Carbon Monoxide Alarm (England) Regulations 2015, amended 2022	Checked working at the start of each tenancy; repair or replace as soon as told they are faulty	Landlord or agent			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Portable appliance testing (PAT) and user checks HSE: no legal requirement to PAT test every year — frequency follows risk.	Electricity at Work Regulations 1989 reg 4 (not a fixed statutory test interval)	Risk-based: user checks before use; formal visual inspection and test as the risk assessment sets (often yearly in offices, more often on sites)	Competent person			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Asbestos — refurbishment and demolition survey before any intrusive work	Control of Asbestos Regulations 2012 regs 4–5	Before every refurbishment or demolition	Competent (UKAS-accredited) surveyor			[ ] Certificate [ ] Log [ ] Report [ ] Photo
Building Safety Act — safety case report, golden thread information, resident engagement strategy (higher-risk buildings: 18 m+ or 7+ storeys with 2+ residential units) England only — check the current regulation.	Building Safety Act 2022 ss. 65, 83–91; Higher-Risk Buildings (Keeping and Provision of Information etc.) (England) Regulations 2024	Keep up to date continuously; register the building with the Building Safety Regulator; Building Assessment Certificate when called	Principal accountable person			[ ] Certificate [ ] Log [ ] Report [ ] Photo

Item	Legislation / standard	Frequency	Competent person	Last done	Next due	Evidence held
Employers' liability insurance certificate HSE recommends keeping old certificates for 40 years.	Employers' Liability (Compulsory Insurance) Act 1969	Renew yearly; certificate displayed or available electronically	Employer			[ ] Certificate [ ] Log [ ] Report [ ] Photo

Sources: gov.uk (Electrical Safety Standards in the Private Rented Sector guidance; Fire Safety (England) Regulations 2022; Smoke and Carbon Monoxide Alarm Regulations), HSE (gas safety records, LOLER thorough examinations, legionella HSG274, asbestos CAR 2012, PSSR 2000), legislation.gov.uk (Building Safety Act 2022, Higher-Risk Buildings Regulations 2024, PSSR 2000), fire and rescue service logbook guidance for BS 5839-1, BS 5266-1 and BS 5306-3. Graftum's maintenance module keeps a schedule like this per building and creates each task 7 days before it is due — graftum.com/maintenance