FacilityOptix
FACILITIES MANAGEMENT

PPM schedule template

Where each frequency comes from matters more than what it is. Next due is a date.

Record the source of every frequency — statutory, manufacturer, insurer or your own judgement. That column is what lets somebody tell which visits can be stretched when the budget is cut and which absolutely cannot. No frequency is printed on this sheet.

SITE / ESTATE | BUILDING | PERIOD COVERED

PREPARED BY | DATE | SHEET __ OF __

SCHEDULED TASKS

Asset ref — task — source of frequency — who does it — next due (date).

Ref — task — source — by whom — next due

Ref — task — source — by whom — next due

Ref — task — source — by whom — next due

Ref — task — source — by whom — next due

Ref — task — source — by whom — next due

Ref — task — source — by whom — next due

Ref — task — source — by whom — next due

Ref — task — source — by whom — next due

Ref — task — source — by whom — next due

Ref — task — source — by whom — next due

WHERE THE FREQUENCY COMES FROM

One row per task above. These are not the same obligation and should not look alike.

	STATUTORY	MANUFACTURER	INSURER	OUR OWN
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

ARRANGED IN ADVANCE

What has to be in place before the visit happens.

	REQUIRED	ARRANGED	N/A
Access to the area, keys or escort	☐	☐	☐
Isolation of plant or services	☐	☐	☐
Permit to work	☐	☐	☐
Occupant or tenant notice	☐	☐	☐

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	REQUIRED	ARRANGED	N/A
Out-of-hours or weekend working	☐	☐	☐
Specialist access — roof, confined space, height	☐	☐	☐
Asbestos register issued to the contractor	☐	☐	☐
Spares or consumables ordered	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

COMPLETION AND EVIDENCE

Ref — completed on — by whom — certificate / report reference

Ref — completed on — by whom — certificate / report reference

Ref — completed on — by whom — certificate / report reference

Ref — completed on — by whom — certificate / report reference

Ref — completed on — by whom — certificate / report reference

Ref — completed on — by whom — certificate / report reference

VARIANCE — VISITS MOVED, MISSED OR NOT ATTENDED

With the reason. A schedule quietly rewritten each time shows a perfect record and tells you nothing.

REVIEW

REVIEWED BY

DATE

ANYTHING OVERDUE ESCALATED TO

DATE

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