



Appendix H

Mechanical maintenance

H1 Malthouse Cottages maintenance schedule

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Original source documents follow. Page references are positions in this combined PDF.

Malthouse Cottages – Maintenance Schedule

Action	Frequency	User	Landlord
<i>Air Source Heat Pump</i>			
Visually inspect the outdoor unit for debris, leaves, or obstructions.	Monthly	✓	
Check the display/control panel for any error messages.	Monthly	✓	
Ensure vents and radiators are not blocked by furniture or curtains	Monthly	✓	
Visually inspect the outdoor unit for debris, leaves, or obstructions.	Quarterly	✓	
Inspect insulation on external pipes.	Quarterly	✓	
Arrange specialist service	Annual		✓
<i>Hot Water Cylinder</i>			
Arrange service by G3 qualified operative	Annual		✓
<i>Magnetic Filter</i>			
Clean filter unit	Annual		✓
<i>Radiators</i>			
Clean with damp cloth	Monthly	✓	
Check for leaks	Monthly	✓	
<i>Radiator Valves</i>			
Operate fully open to fully closed	Quarterly	✓	
<i>MVHR Unit</i>			
Clean filters, replace as necessary	Quarterly		✓
Clean heat exchanger	Annual		✓
Clean fan	Annual		✓
Check condensate drain line, clean traps	Quarterly		✓
<i>Grilles</i>			
Clean with damp cloth	Monthly	✓	