

Guidance

Please note that it is the responsibility of the site to ensure all equipment is made available where possible and that all Technical and Teaching staff are aware of testing.

The engineer will strive to ensure that all available equipment is tested but cannot work at height and is restricted to not moving any large heavy items (20 kg)

Be aware that IT is tested every 4 years as will be some class 2 equipment (some lab equipment, desk fans, etc) Some equipment rarely moved will also be on a 4 yearly frequency

Items to be tested annually : Kitchen equipment, Class 1 earthed equipment. Equipment used by the public. Power tools. Cleaning equipment
Some Class 2 equipment if hand held ie : cleaning and kitchen equipment.

Labels placed on the appliance will be dated at time of testing. No retest date is required and is the responsibility of JPH to determine test frequencies and retest periods.
Labels will be placed around the lead at the plug on detachable leads and/ or on the appliance direct where visible

Please ensure Theatre equipment & lighting, Christmas lights are made available to test.
Also ensure back of tablet and laptop charging cabinets are open and accessible
Items in cupboards : laminators, glue guns, pencil sharpeners, etc are left out
Clearly identify equipment that is redundant and awaiting removal.

Items to be included but not limited to:

- Extension leads
- Floor cleaners
- Electric kettles
- Hairdryers
- White goods
- Computers - Hard Drive and Monitors
- Printers (unless supplied by Danwood under a lease agreement)
- Scanners (unless supplied by Danwood under a lease agreement)
- Photocopiers (unless supplied by Danwood under a lease agreement)
- Toasters and kettles
- Electric Fans
- Desk lamps
- Hand held electrical power Tools

Items to be excluded, but not limited to:

- Telecommunication systems
- Mobile phone chargers
- MP3 Player chargers
- Tablet chargers
- Any equipment supplied by Sub Contractors or personal items i.e. cleaners equipment etc.

Equipment / Environment	Frequency of the Tests	Polarity	Insulation Resistance	Earth Continuity
All leads, PC and monitors encompassing a Desktop computers system	4 years	4 years	4 years	4 years
Shared Equipment used by the public e.g. library	1 year	1 year	1 year	1 year
Photocopiers, fax machines: Not hand-held. Rarely moved	4 years	4 years	4 years	4 years
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	1 year	1 year	1 year	1 year
Double insulated (Class II) equipment: Not hand-held. Moved occasionally, e.g. fans, table lamps	4 years	4 years	4 years	
Double insulated (Class II) equipment: Hand-held, e.g. some floor cleaners, some kitchen equipment	1 year	1 year	1 year	
All unidentified 240V mains plugged in leads	1 year	1 year	1 year	1 year

PAT Testing Durations for Testing undertaken in this contract:

Class I is equipment that has an earth connection. If there is a fault within the equipment there is a possibility that the outside of the equipment could cause an electric shock if the earth connection is not there. All Class I equipment will have the full portable appliance tests to ensure the earth connection is sound. Class II equipment or double insulated equipment. This means that there is extra insulation within the construction of the equipment to prevent accidental contact with live parts, even if there is a fault. Class II equipment does not need an earth connection to maintain safety. It will not need a earth continuity test, but will require confirmation of the site user checks and visual inspections are carried out as the integrity of the equipment casing is a key safety feature.

PLEASE NOTE : Any revisits to site as a result of equipment locked away or not available will incur a minimum charge.

