

How to build a property maintenance plan

[Czytaj po polsku](#)

From an asset register to a schedule, completion evidence and overdue work tracking.

Prepared by DATPOL, 4 October 2026. This guidance supports scoping, discussions and acceptance; it does not replace a design or the specific equipment manual. This British English version concerns services and properties in Poland.

Start with an asset register

Give each item an identifier, location, model and responsible person. Add its records, warranty and service provider. Do not assign the same inspection interval to every system: intervals depend on equipment, instructions, operating conditions and applicable requirements.

Define the task and evidence

Record the activity, competent person, due date and evidence required, such as a report or measurement. Distinguish user checks from inspections requiring qualifications. Allow for isolation, access and return to service.

Track findings to closure

Completing an inspection does not automatically resolve its findings. Give each corrective action an owner, deadline and verification method. A monthly report should cover completed tasks, overdue work, recurring faults and budget decisions.

Practical checklist

- Asset register and records.
- Basis and due date for each task.
- Assigned provider and report.
- Corrective actions with deadlines.

Next steps and references

[DATPOL service scope and supporting material](#)

Support requests: [DATPOL24](#). Do not include passwords or secrets in the form.

Related guides

- [How to hand over property services to DATPOL One](#)
- [How to report a fault so engineers can respond effectively](#)
- [How to prepare a business for an audit without disrupting operations](#)

Revision #2

Created 2026-10-04 14:56:34 UTC by Administrator DATPOL

Updated 2026-10-04 14:56:34 UTC by Administrator DATPOL