



**REQUEST 18820**

1. How many buildings currently owned or maintained by the council have publicly visible external clocks?
2. For each such building:
  - a. The building name and address
  - b. Whether the clock(s) is currently functioning
  - c. Whether there is an allocated maintenance budget for the clock(s)
  - d. If not functioning, when the clock was last operational (if known)

**RESPONSE**

1. 6

2.

Aspull Pillar Clock, corner Haigh Road and Bolton Road, Aspull, WN2 1QT

- a. Yes
- b. Yes
- c. N/A

Town Centre Pillar Clock, Junction of Heath Street and High Street, Golborne, WA3 3TH

- a. Yes
- b. Yes
- c. N/A

Smithy Green Public Clock, Manchester Road, Ince, Wigan, WN2 2AT

- a. Yes
- b. Yes
- c. N/A

Tyldesley Town Hall, Elliott Street, Tyldesley, M29 8EH

- a. Yes
- b. Yes
- c. N/A

Wigan Market Hall/Outdoor Market, Wigan, WN1 1PX

- a. Yes
- b. Yes
- c. N/A

Atherton Town Hall, Bolton Road, Atherton, M46 9JP

- a. No
- b. Yes
- c. April 2024

3. Any recent (past 5 years) correspondence, reports, or assessments regarding the maintenance, repair, or removal of public clocks on council-owned or maintained buildings.

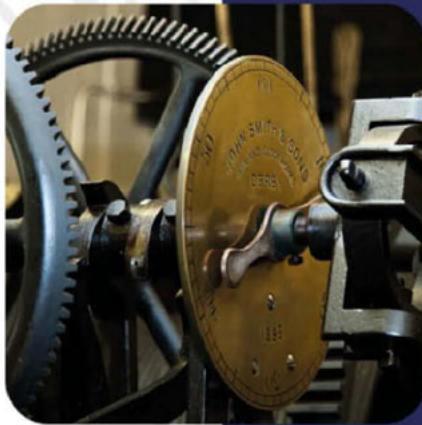
3. Please see attached reports.

Names and email addresses of external parties, private individuals and Council staff below the level of Assistant Director have been redacted as those are personal data and the Council has no lawful basis under UK GDPR to share them to the world at large which is the effect of disclosure under the FOI Act 2000. This information is therefore exempt under section 40(2) of the FOI Act 2000.

**SMITH OF DERBY**

CLOCKMAKERS • EST. 1856

## ANNUAL SERVICE



**Date**

September 24th 2025

**Site Ref**

36873

**Site Name**

Aspull Pillar Clock - 36873 +  
GT. MANCHESTER + Aspull  
+ WN2 1QT, Corner Haigh  
Road and Bolton Road



SMITH OF DERBY GROUP

## 1. H&amp;S&amp;H

Ref	Name	Answer	Comments
1.1	Have you read and understood the RAMS for this activity? If NO, you must STOP and do that before continuing.	YES	<p>If you believe your RAMS are not appropriate or sufficient for this site, you must comment here and review your safety in continuing this work.;</p> <p>'SPECIAL' RAMS are applicable for working at height (refer to VAN Folder) and some sites may require a SPECIFIC RAMS. Please check the BOX 'JOB BAG' file before commencing work.;</p> <p>If you answer YES to this question, you are confirming your RAMS are sufficient, complete and you have reviewed them, understand them and will comply with them.</p>
1.2	Any observations regarding HSH?	NO	If you answer YES, take photo's if required, and add comments to explain:

## 2. WORKING AT HEIGHT? ACCESS INFORMATION

Ref	Name	Answer	Comments
2.1	Please specify the safe ACCESS METHOD for an AS on this specific site.	Ladder	Use your laser tape to confirm the height to the 'service level' to be reached. For pillar, bracket clocks and the like - put these details in the comments and attach a photo.

## 3. BEFORE YOU START THIS SERVICE

Ref	Name	Answer	Comments
3.1	Is there anything to note before starting the service?	Yes I have a comment	<p>The clock may have been stopped, the weights wound down, or similar points to note.</p> <p>East dial stopped</p>



24 Sep 2025 12:32

Ref #3.1



24 Sep 2025 12:32

Ref #3.1



24 Sep 2025 12:33

Ref #3.1



24 Sep 2025 12:33

Ref #3.1

## 4. PERFORMING THIS SERVICE

Ref	Name	Description	Condition	ITEM SERVICED
4.1	MOTOR SERVICE:	Isolate power, check condition, clean parts and resume power. Check the time on the unit is correct.		Yes

## 4. PERFORMING THIS SERVICE (Cont.)



Ref #4.1



Ref #4.1



Ref #4.1



Ref #4.1

4.2	DIAL WORKS:	Check dial fixings, dial works, dial bars, hands. Inspect and lubricate, counter minute wheel - hour wheel - minute wheel - back bearings.		
4.3	BACKUP UNITS:	Isolate power, check battery voltages, check cables, resume power. Check L.E.D clock - time & date.		Yes



Ref #4.3



Ref #4.3



Ref #4.3

4.4	LIGHTING:	Isolate power, inspect & replace if required, resume power. Test lighting.		Yes
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Ref #4.4

4.5	LEAD OFF:	Inspect, clean and lubricate from clock to dial works. Inspect and clean/lubricate all bevel sets and pivots.		
4.6	BSS:	Isolate power, check cables and connections, resume power. Check time/Date and correct silencing/tunes/tolling in place.		

## 4. PERFORMING THIS SERVICE (Cont.)

4.7	HAMMERS & CONNECTIONS:	Bells are rung down. Clean/lubricate all hammers and elbows - check all connecting wire and 'S' type hooks - replace as required.		
4.8	OTHER EQUIPMENT:	If SoD equipment, then isolate, test, clean, lubricate and resume power (as appropriate). If NOT SoD equipment - (if equipment by others) then ONLY service if you have the right tools and knowledge to carry out the task.		
4.9	ALL equipment is back 'ON' and everything has been 'CHECKED'?	This is important! Doing this avoids a silly return visit!		Yes



Ref #4.9



Ref #4.9



Ref #4.9



Ref #4.9



Ref #4.9

4.10	Site Clean & Tidy?	Clean the glass & frame.		Yes
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## 5. HAVE YOU REMOVED ANY PARTS?

Ref	Name	Answer	Comments
5.1	You must confirm this with the office and check you have removed all the parts we need.	NO	

## 6. ANY PARTS USED?

Ref	Name	Answer	Comments
6.1	MOTORS?	YES	Add comments to tell us what type and how many? 1 T100 motor
6.2	PCB?	NO	Add comments to tell us what type and how many?
6.3	LIGHTING?	NO	Add comments to tell us how many, type and length?
6.4	OTHER PARTS USED?	NO	Add comments to tell us what type and how many?

## 7. Battery Details

Ref	Name	Description	Battery Fitment Date
7.1	If this site has batteries, they must be changed every 5 years. Please record the 'battery fitment date' on this report. If the date you record is older than 5 years, please call the office and we will try to contact the customer to approve a change. A company 'Battery Swap Out Project' is being implemented.	Please remove the battery clamp and take a photo of the battery and comment on its condition.; Please write ASNOTES on your in-app message so the team can see this date and update Hubspot.	<b>Battery Details</b>

## 8. CMK QUALITY QUESTION & CONFIRMATION

Ref	Name	Answer	Comments
8.1	I have completed this SERVICE as professionally as possible. I have included as many comments and photos as required.	YES	

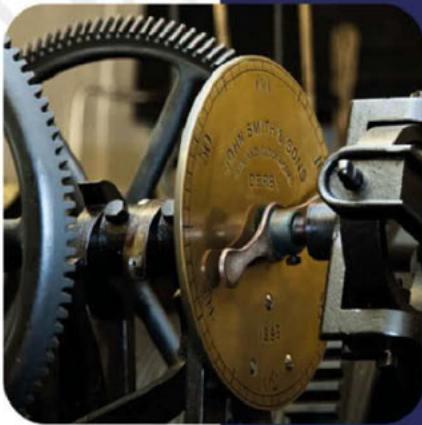
## 9. CMK Advisory Notes

Ref	Name	Answer	Comments
9.1	Do you have any advisory notes to mention to the team regarding this clock - perhaps any issue that you feel might come up or something to watch for in the future? If 'YES' please add a comment as appropriate.	NO	

**SMITH OF DERBY**

CLOCKMAKERS • EST. 1856

## STOPPER VISIT



**Date**

January 16th 2024

**Site Ref**

31995

**Site Name**

Atherton Town Hall - 31995 +  
GT. MANCHESTER +  
Atherton + M46 9JD, Bolton  
Road



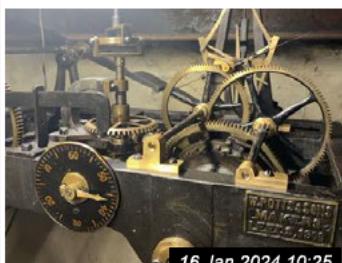
SMITH OF DERBY GROUP

## 1. HEALTH &amp; SAFETY &amp; HYGIENE

Ref	Name	Answer	Comments
1.1	Confirm you have reviewed and accepted the RAMS for this Stopper. If NO, stop and do so. If you have any safety concerns you should contact Head Office before commencing work.	Yes	<p>If you believe your RAMS are not appropriate or sufficient for this site, you must comment here and review your safety in continuing this work.;</p> <p>'SPECIAL' RAMS are applicable for working at height (refer to VAN Folder) and some sites may require a SPECIFIC RAMS. Please check the BOX 'JOB BAG' file before commencing work.;</p> <p>If you answer YES to this question, you are confirming your RAMS are sufficient, complete and you have reviewed them, understand them and will comply with them.</p>
1.2	Do you have any observations regarding the RAMS or H&S&H on this site?	No	If YES - Please take photo's and add comments...

## 2. ON ARRIVAL..

Ref	Name	Answer	Comments
2.1	Is this a MULTIPLE STOPPER site?	No	If YES: You must review the whole installation and double check any new installation work that has been conducted. Do not follow any assumptions that others have made.
2.2	Was the clock working on arrival?	No	



16 Jan 2024 10:25



16 Jan 2024 10:25

Ref #2.2

Ref #2.2

2.3	Do we 'service' this clock?	Yes	If YES - check what recent history you can, and discuss with Head Office if required.
2.4	Review any 'service card' or other documentation available on site that might help you.	Yes	



16 Jan 2024 10:25

Ref #2.4

### 3. FAULT FOUND REPORT

Ref	Name	Condition
3.1	Review the installation for potential faults. Summarise what you have identified in the notes here...	Strike has been overwound and the weight line has come off the weight pulley



Ref #3.1



Ref #3.1



Ref #3.1



Ref #3.1



Ref #3, 1



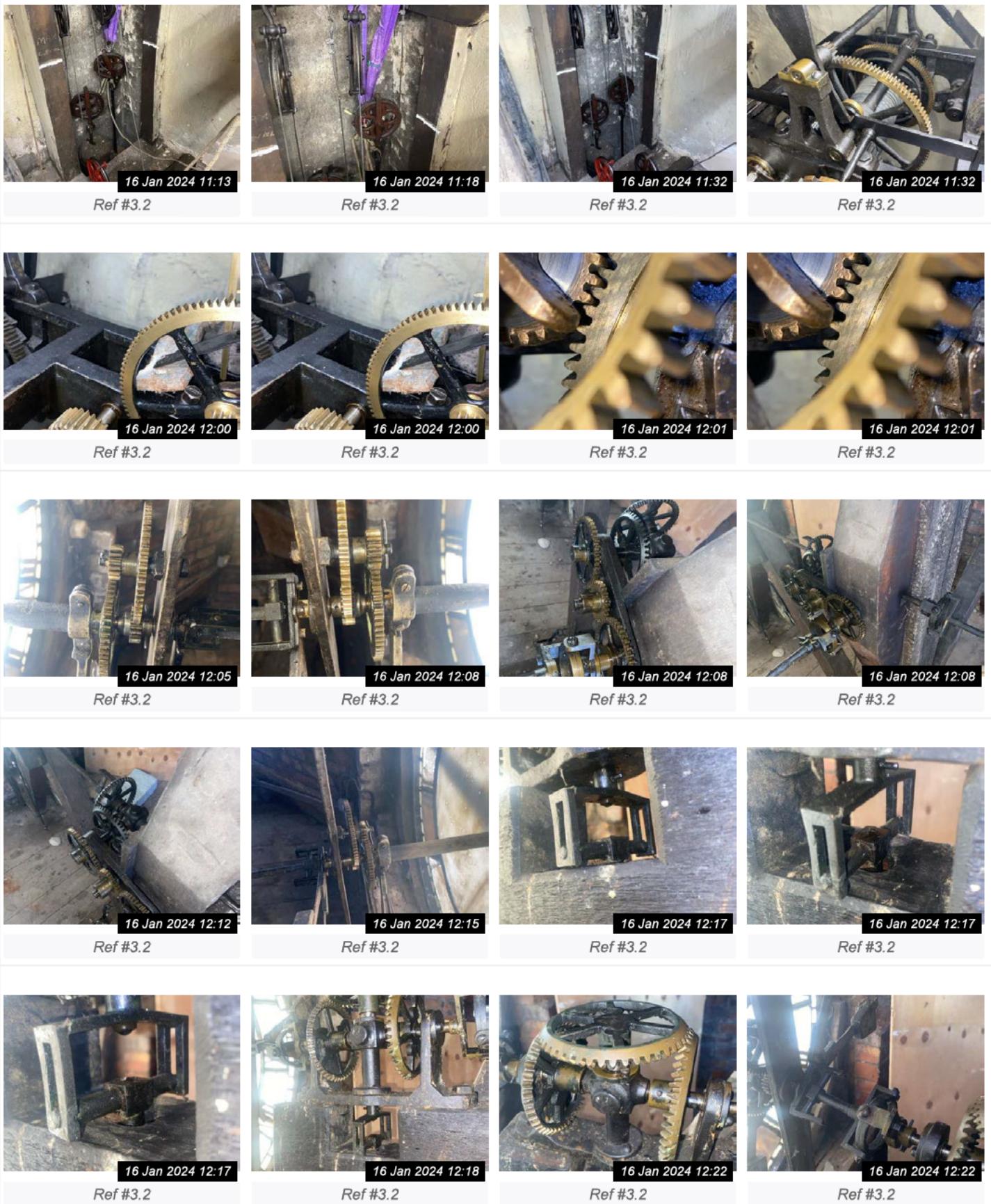
Ref #3.1



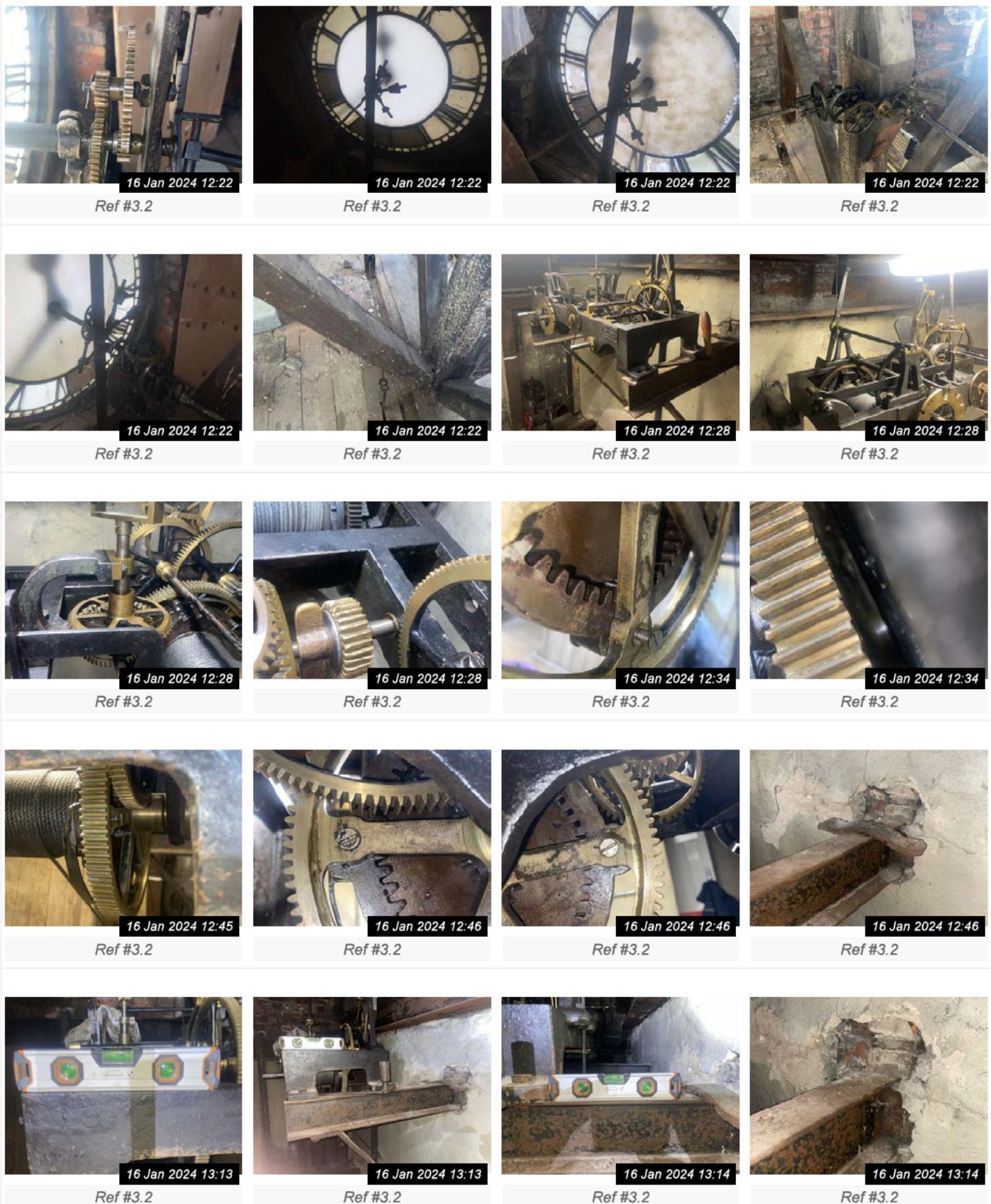
Ref #3, 1

3.2	<p>Summarise the action that you have taken on site with appropriate photos.</p> <p>After speaking to [REDACTED] and agreeing about my method of releasing the weight I independently suspended the strike weight and by turning the strike manually I released enough weight line to put it back onto the pulley.</p> <p>Inspected the pulley and when I was happy no damage occurred to the pulley I wound the weight to release the independent suspension point.</p> <p>Checked all pulleys on both strike and going side</p> <p>Inspected the clock as it was reported to stop after 4 hours</p> <p>All dial works and bevel sets are free, no obstruction to any of the balances on the hands</p> <p>All pivots are free on the going side</p> <p>The vertical lead off has next to no end check but it turns freely when setting clock to time</p> <p>There is wear to the back bush on the centre arbor causing the bevel wheel to drop slightly and the clutch wheel to engage with the main wheel a little more but I don't think this is enough to stop the clock</p> <p>On further inspection I found the 2 screws holding the main wheel to the sun and planet gears were both coming out. These have now been screwed back in.</p> <p>Stood at the side of the clock it became apparent that the whole clock bed is twisted out of level. This is due to the RSJ holding the going side of the clock up is coming out of the wall. The front corner of the going side of the clock has been shimmed up in the past but it has now got to the point where the problem needs addressing properly.</p> <p>See CMR for full report.</p>
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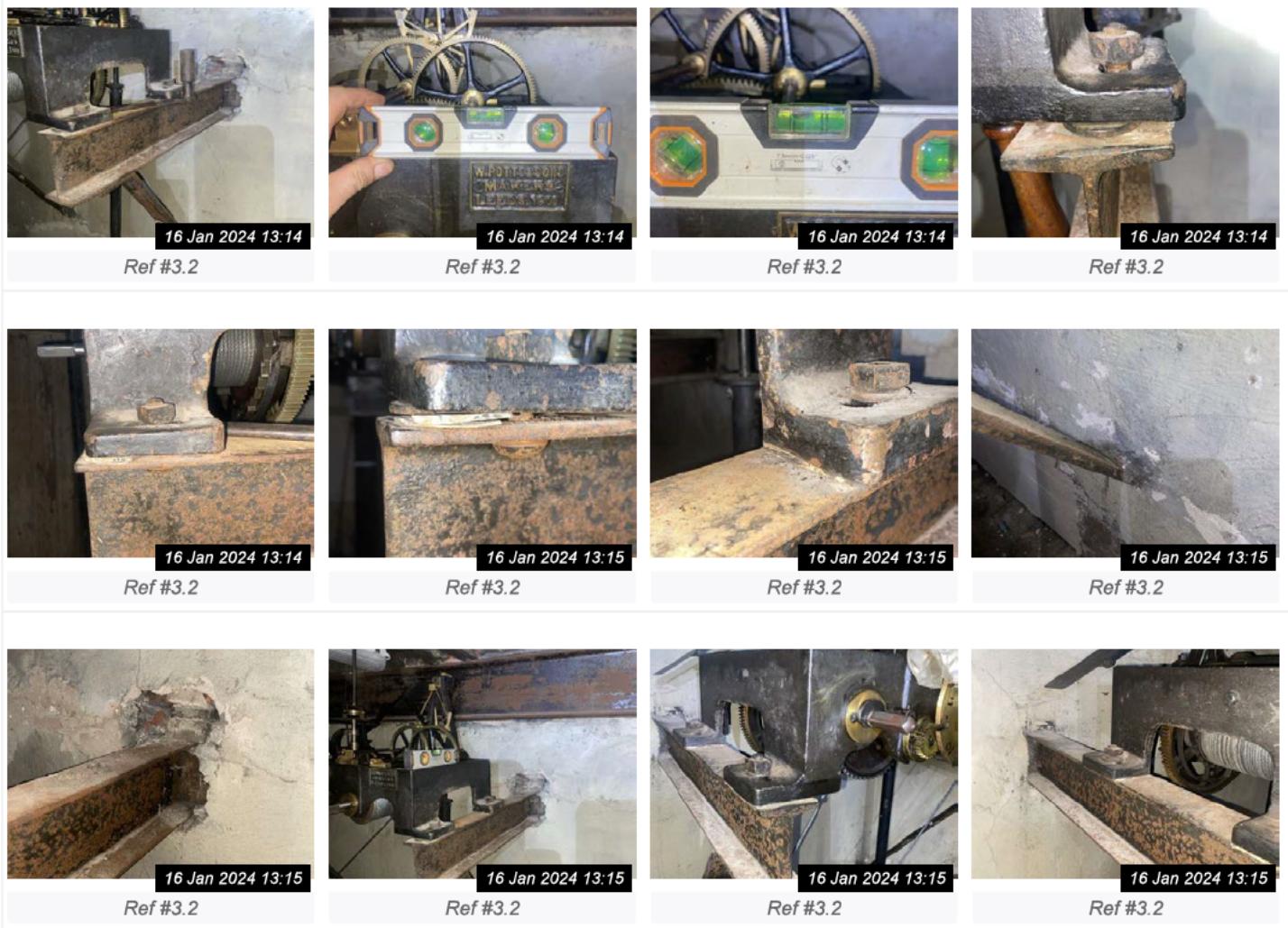
### 3. FAULT FOUND REPORT (Cont.)



### 3. FAULT FOUND REPORT (Cont.)



### 3. FAULT FOUND REPORT (Cont.)



### 4. THE NEXT ACTION FOR THIS STOPPER IS?

Ref	Name	Answer	Comments
4.1	I have left the clock in working order. No Further Action.	No	Clock stopped and set to 12 o'clock See CMR



## 5. CMR OPPORTUNITY?

Ref	Name	Answer	Comments
5.1	Has this STOPPER visit identified a CMR Opportunity?:	YES	If YES - complete a unique CMR report for this site.

## 6. REMOVED PARTS

Ref	Name	Answer	Comments
6.1	Do you need to remove parts?	NO	
6.2	Have you had the authorisation to remove these parts? (We must get this from the customer).	NO	
6.3	Did you call the office to discuss? You must ensure you remove all the parts we will need.	NO	
6.4	Comment here, with photo's, regarding the parts you have removed.	NO	
6.5	You MUST photo ALL parts removed.	NO	

## 7. BEFORE LEAVING SITE

Ref	Name	Answer	Comments
7.1	Call the office. On this call you must agree the next steps to take and add a comment here who you agreed that with.	DONE	
7.2	Take comprehensive photo's of the installation to assist further problem analysis.	DONE	

## 8. FINISH THIS STOPPER VISIT WELL

Ref	Name	Answer	Comments
8.1	Have you had the opportunity to update your customer?	Done/Yes	
8.2	Clean-up after your visit.	Done/Yes	

## 9. ANY PARTS USED?

Ref	Name	Answer	Comments
9.1	MOTORS?	NO	How many and type?
9.2	PCB?	NO	How many and type?

#### 9. ANY PARTS USED? (Cont.)

9.3	LIGHTING?	NO	How many, type, length?
9.4	ANY OTHER PARTS USED?	NO	What?

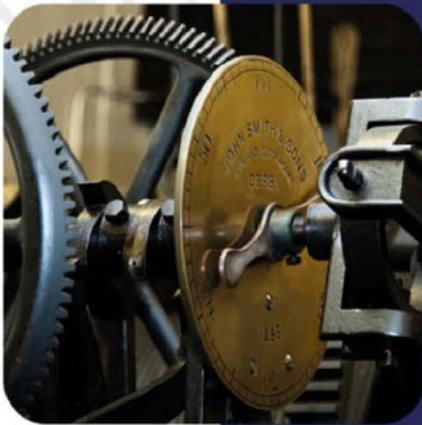
#### 10. HELPDESK NOTES:

Ref	Name	Condition
10.1	TC NOTES TO ASSIST SALES -	

**SMITH OF DERBY**

CLOCKMAKERS • EST. 1856

## ANNUAL SERVICE



**Date**  
April 30th 2025

**Site Ref**  
27495

**Site Name**  
Town Centre Pillar Clock -  
27495 + GT MANCHESTER  
+ Golborne + WA3 3TH,  
Junction Heath Street/High  
Street



SMITH OF DERBY GROUP

## 1. H&amp;S&amp;H

Ref	Name	Answer	Comments
1.1	Have you read and understood the RAMS for this activity? If NO, you must STOP and do that before continuing.	YES	If you believe your RAMS are not appropriate or sufficient for this site, you must comment here and review your safety in continuing this work.;  'SPECIAL' RAMS are applicable for working at height (refer to VAN Folder) and some sites may require a SPECIFIC RAMS. Please check the BOX 'JOB BAG' file before commencing work.;
1.2	Any observations regarding HSH?	NO	If you answer YES, take photo's if required, and add comments to explain:

## 2. WORKING AT HEIGHT? ACCESS INFORMATION

Ref	Name	Answer	Comments
2.1	Please specify the safe ACCESS METHOD for an AS on this specific site.	Ladder	Use your laser tape to confirm the height to the 'service level' to be reached. For pillar, bracket clocks and the like - put these details in the comments and attach a photo.



Ref #2.1



Ref #2.1

## 3. BEFORE YOU START THIS SERVICE

Ref	Name	Answer	Comments
3.1	Is there anything to note before starting the service?	Yes I have a comment	One of the clock faces appears to not be in motion



Ref #3.1



Ref #3.1



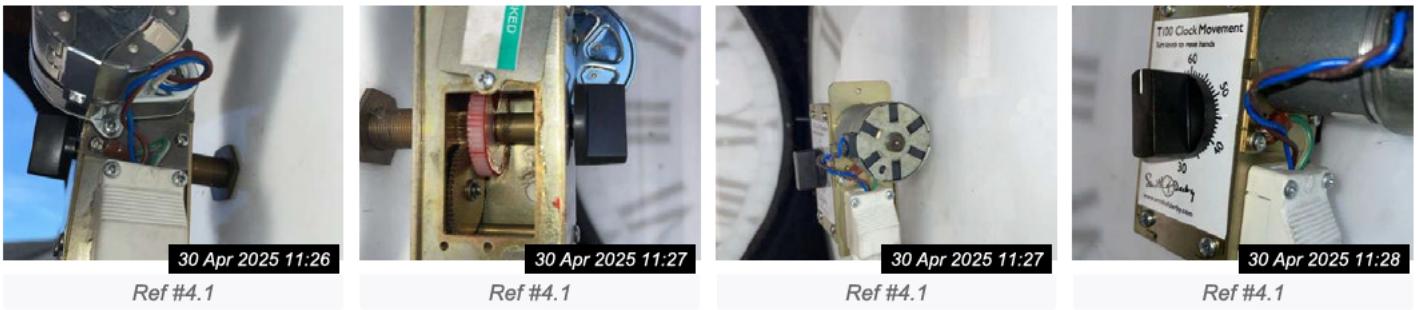
Ref #3.1



Ref #3.1



## 4. PERFORMING THIS SERVICE (Cont.)



4.2	DIAL WORKS:	Check dial fixings, dial works, dial bars, hands. Inspect and lubricate, counter minute wheel - hour wheel - minute wheel - back bearings.	
4.3	BACKUP UNITS:	Isolate power, check battery voltages, check cables, resume power. Check L.E.D clock - time & date.	Yes



4.4	LIGHTING:	Isolate power, inspect & replace if required, resume power. Test lighting.		Yes
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## 4. PERFORMING THIS SERVICE (Cont.)



Ref #4.4



Ref #4.4

4.5	LEAD OFF:	Inspect, clean and lubricate from clock to dial works. Inspect and clean/lubricate all bevel sets and pivots.		
4.6	BSS:	Isolate power, check cables and connections, resume power. Check time/Date and correct silencing/tunes/tolling in place.		
4.7	HAMMERS & CONNECTIONS:	Bells are rung down. Clean/lubricate all hammers and elbows - check all connecting wire and 'S' type hooks - replace as required.		
4.8	OTHER EQUIPMENT:	If SoD equipment, then isolate, test, clean, lubricate and resume power (as appropriate). If NOT SoD equipment - (If equipment by others) then ONLY service if you have the right tools and knowledge to carry out the task.		
4.9	ALL equipment is back 'ON' and everything has been 'CHECKED'?	This is important! Doing this avoids a silly return visit!		Yes



Ref #4.9



Ref #4.9

4.10	Site Clean & Tidy?	Clean the glass & frame.		Yes
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## 4. PERFORMING THIS SERVICE (Cont.)



Ref #4.10



Ref #4.10



Ref #4.10



Ref #4.10

## 5. HAVE YOU REMOVED ANY PARTS?

Ref	Name	Answer	Comments
5.1	You must confirm this with the office and check you have removed all the parts we need.	YES	



Ref #5.1



Ref #5.1

## 6. ANY PARTS USED?

Ref	Name	Answer	Comments
6.1	MOTORS?	YES	Add comments to tell us what type and how many? 1X Crouzet motor used



Ref #6.1



Ref #6.1

6.2	PCB?	NO	Add comments to tell us what type and how many?
6.3	LIGHTING?	NO	Add comments to tell us how many, type and length?
6.4	OTHER PARTS USED?	NO	Add comments to tell us what type and how many?

## 7. CMK QUALITY QUESTION & CONFIRMATION

Ref	Name	Answer	Comments
7.1	I have completed this SERVICE as professionally as possible. I have included as many comments and photos as required.	YES	

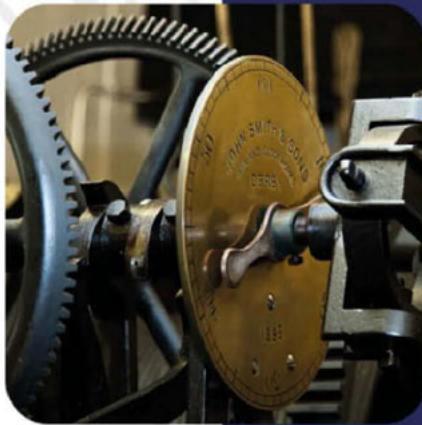
## 8. CMK Advisory Notes

Ref	Name	Answer	Comments
8.1	Do you have any advisory notes to mention to the team regarding this clock - perhaps any issue that you feel might come up or something to watch for in the future? If 'YES' please add a comment as appropriate.	NO	

**SMITH OF DERBY**

CLOCKMAKERS • EST. 1856

## ANNUAL SERVICE



**Date**  
August 9th 2024

**Site Ref**  
4758

**Site Name**  
Market Square - Clock Tower  
- 4758 + GT.  
MANCHESTER,



SMITH OF DERBY GROUP

## 1. H&amp;S&amp;H

Ref	Name	Answer	Comments
1.1	Have you read and understood the RAMS for this activity? If NO, you must STOP and do that before continuing.	YES	<p>If you believe your RAMS are not appropriate or sufficient for this site, you must comment here and review your safety in continuing this work.;</p> <p>'SPECIAL' RAMS are applicable for working at height (refer to VAN Folder) and some sites may require a SPECIFIC RAMS. Please check the BOX 'JOB BAG' file before commencing work.;</p> <p>If you answer YES to this question, you are confirming your RAMS are sufficient, complete and you have reviewed them, understand them and will comply with them.</p>
1.2	Any observations regarding HSH?	NO	If you answer YES, take photo's if required, and add comments to explain:

## 2. WORKING AT HEIGHT? ACCESS INFORMATION

Ref	Name	Answer	Comments
2.1	Please specify the safe ACCESS METHOD for an AS on this specific site.	Ladder	Use your laser tape to confirm the height to the 'service level' to be reached. For pillar, bracket clocks and the like - put these details in the comments and attach a photo.



09 Aug 2024 10:48

Ref # 2.1



09 Aug 2024 10:48

Ref # 2.1



09 Aug 2024 10:49

Ref # 2.1



09 Aug 2024 10:49

Ref # 2.1



## 3. BEFORE YOU START THIS SERVICE

Ref	Name	Answer	Comments
3.1	Is there anything to note before starting the service?	Nothing to mention	The clock may have been stopped, the weights wound down, or similar points to note.



#### 4. PERFORMING THIS SERVICE (Cont.)

## 4. PERFORMING THIS SERVICE (Cont.)

Ref	Name	Description	Condition	ITEM SERVICED	
4.4	LIGHTING:	Isolate power, inspect & replace if required, resume power. Test lighting.		Yes	
		 09 Aug 2024 11:50	 09 Aug 2024 11:50	 09 Aug 2024 11:50	 09 Aug 2024 11:51
		Ref # 4.4	Ref # 4.4	Ref # 4.4	Ref # 4.4
		 09 Aug 2024 11:51	 09 Aug 2024 11:51	 09 Aug 2024 11:51	 09 Aug 2024 11:51
		Ref # 4.4	Ref # 4.4	Ref # 4.4	Ref # 4.4
4.5	LEAD OFF:	Inspect, clean and lubricate from clock to dial works. Inspect and clean/lubricate all bevel sets and pivots.			
4.6	BSS:	Isolate power, check cables and connections, resume power. Check time/Date and correct silencing/tunes/tolling in place.			
4.7	HAMMERS & CONNECTIONS:	Bells are rung down. Clean/lubricate all hammers and elbows - check all connecting wire and 'S' type hooks - replace as required.			
4.8	OTHER EQUIPMENT:	If SoD equipment, then isolate, test, clean, lubricate and resume power (as appropriate). If NOT SoD equipment - (If equipment by others) then ONLY service if you have the right tools and knowledge to carry out the task.			
4.9	ALL equipment is back 'ON' and everything has been 'CHECKED'?	This is important! Doing this avoids a silly return visit!		Yes	



## 6. ANY PARTS USED? (Cont.)

Ref	Name	Answer	Comments
6.3	LIGHTING?	NO	Add comments to tell us how many, type and length?
6.4	OTHER PARTS USED?	NO	Add comments to tell us what type and how many?

## 7. CMK QUALITY QUESTION &amp; CONFIRMATION

Ref	Name	Answer	Comments
7.1	I have completed this SERVICE as professionally as possible. I have included as many comments and photos as required.	YES	

## 8. CMK Advisory Notes

Ref	Name	Answer	Comments
8.1	Do you have any advisory notes to mention to the team regarding this clock - perhaps any issue that you feel might come up or something to watch for in the future? If 'YES' please add a comment as appropriate.	YES	All the clocks have been moved an hour back as requested by the customer for the changeover with the clocks in winter this has been confirmed with Julie

## Declaration

The work has been completed to my satisfaction.

*Signed by the Tenant*

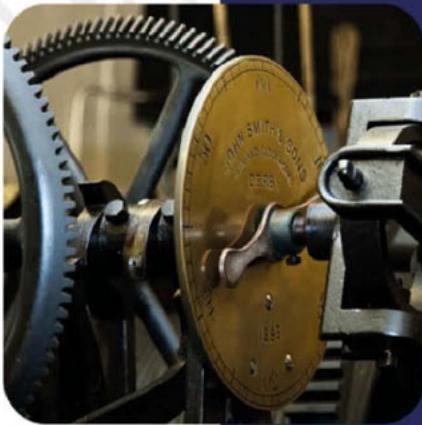




**SMITH OF DERBY**

CLOCKMAKERS • EST. 1856

## ANNUAL SERVICE



**Date**

March 26th 2024

**Site Ref**

31996

**Site Name**

Smithy Green Public Clock -  
31996 + GT. MANCHESTER  
+ Ince in Makerfield + WN2  
2AT, Manchester Road



SMITH OF DERBY GROUP

## 1. H&amp;S&amp;H

Ref	Name	Answer	Comments
1.1	Have you read and understood the RAMS for this activity? If NO, you must STOP and do that before continuing.	YES	<p>If you believe your RAMS are not appropriate or sufficient for this site, you must comment here and review your safety in continuing this work.;</p> <p>'SPECIAL' RAMS are applicable for working at height (refer to VAN Folder) and some sites may require a SPECIFIC RAMS. Please check the BOX 'JOB BAG' file before commencing work.;</p> <p>If you answer YES to this question, you are confirming your RAMS are sufficient, complete and you have reviewed them, understand them and will comply with them.</p>
1.2	Any observations regarding HSH?	NO	If you answer YES, take photo's if required, and add comments to explain:

## 2. WORKING AT HEIGHT? ACCESS INFORMATION

Ref	Name	Answer	Comments
2.1	Please specify the safe ACCESS METHOD for an AS on this specific site.	Ladder	Use your laser tape to confirm the height to the 'service level' to be reached. For pillar, bracket clocks and the like - put these details in the comments and attach a photo.

## 3. BEFORE YOU START THIS SERVICE

Ref	Name	Answer	Comments
3.1	Is there anything to note before starting the service?	Yes I have a comment	The clock may have been stopped, the weights wound down, or similar points to note. One of the dials is running but displaying the incorrect time.



Ref # 3.1



Ref # 3.1

## 4. PERFORMING THIS SERVICE

Ref	Name	Description	Condition	ITEM SERVICED
4.1	MOTOR SERVICE:	Isolate power, check condition, clean parts and resume power. Check the time on the unit is correct.		Yes

#### 4. PERFORMING THIS SERVICE (Cont.)

Ref	Name	Description	Condition	ITEM SERVICED			
							
							
							
							
		26 Mar 2024 10:26	Ref # 4.1	26 Mar 2024 10:38	Ref # 4.1	26 Mar 2024 10:39	Ref # 4.1

4.2	DIAL WORKS:	Check dial fixings, dial works, dial bars, hands. Inspect and lubricate, counter minute wheel - hour wheel - minute wheel - back bearings.		
4.3	BACKUP UNITS:	Isolate power, check battery voltages, check cables, resume power. Check L.E.D clock - time & date.	ARU reset by removing the fuse in the mains filter	Yes



Ref # 4.3	Ref # 4.3	Ref # 4.3
4.4	LIGHTING:	Isolate power, inspect & replace if required, resume power. Test lighting.
4.5	LEAD OFF:	Inspect, clean and lubricate from clock to dial works.
		Inspect and clean/lubricate all bevel sets and pivots.
4.6	BSS:	Isolate power, check cables and connections, resume power. Check time/Date and correct silencing/tunes/tolling in place.
4.7	HAMMERS & CONNECTIONS:	Bells are rung down. Clean/
		lubricate all hammers and elbows - check all connecting
		wire and 'S' type hooks -
		replace as required.

#### 4. PERFORMING THIS SERVICE (Cont.)

Ref	Name	Description	Condition	ITEM SERVICED
4.8	OTHER EQUIPMENT:	If SoD equipment, then isolate, test, clean, lubricate and resume power (as appropriate). If NOT SoD equipment - (If equipment by others) then ONLY service if you have the right tools and knowledge to carry out the task.		
4.9	ALL equipment is back 'ON' and everything has been 'CHECKED'?	This is important! Doing this avoids a silly return visit!		Yes
4.10	Site Clean & Tidy?	Clean the glass & frame.		Yes



Ref # 4.10

#### 5. HAVE YOU REMOVED ANY PARTS?

Ref	Name	Answer	Comments
5.1	You must confirm this with the office and check you have removed all the parts we need.	NO	

#### 6. ANY PARTS USED?

Ref	Name	Answer	Comments
6.1	MOTORS?	YES	Add comments to tell us what type and how many? One T100 motor and adapter plate
6.2	PCB?	NO	Add comments to tell us what type and how many?
6.3	LIGHTING?	NO	Add comments to tell us how many, type and length?
6.4	OTHER PARTS USED?	NO	Add comments to tell us what type and how many?

## 7. CMK QUALITY QUESTION & CONFIRMATION

Ref	Name	Answer	Comments
7.1	I have completed this SERVICE as professionally as possible. I have included as many comments and photos as required.	YES	

## Declaration

The work has been completed to my satisfaction.

Signed by the

Signatures

Print Name

Date / /

Signed by the

Signatures

Print Name

Date / /

# ANNUAL SERVICE



**Date**  
January 30th 2024

**Site Ref**  
31997

**Site Name**  
District Council Office -  
31997 + GT MANCHESTER  
+ Tyldesley + M29 8EH,  
Elliott Street

## 1. H&amp;S&amp;H

Ref	Name	Answer	Comments
1.1	Have you read and understood the RAMS for this activity? If NO, you must STOP and do that before continuing.	YES	<p>If you believe your RAMS are not appropriate or sufficient for this site, you must comment here and review your safety in continuing this work.;</p> <p>'SPECIAL' RAMS are applicable for working at height (refer to VAN Folder) and some sites may require a SPECIFIC RAMS. Please check the BOX 'JOB BAG' file before commencing work.;</p> <p>If you answer YES to this question, you are confirming your RAMS are sufficient, complete and you have reviewed them, understand them and will comply with them.</p>
1.2	Any observations regarding HSH?	NO	If you answer YES, take photo's if required, and add comments to explain:

## 2. WORKING AT HEIGHT? ACCESS INFORMATION

Ref	Name	Answer	Comments
2.1	Please specify the safe ACCESS METHOD for an AS on this specific site.	Ladder	Use your laser tape to confirm the height to the 'service level' to be reached. For pillar, bracket clocks and the like - put these details in the comments and attach a photo.



Ref # 2.1

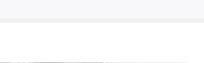
## 3. BEFORE YOU START THIS SERVICE

Ref	Name	Answer	Comments
3.1	Is there anything to note before starting the service?	Nothing to mention	The clock may have been stopped, the weights wound down, or similar points to note.

## 4. PERFORMING THIS SERVICE

Ref	Name	Description	Condition	ITEM SERVICED
4.1	MOTOR SERVICE:	Isolate power, check condition, clean parts and resume power. Check the time on the unit is correct.		Yes

#### 4. PERFORMING THIS SERVICE (Cont.)

Ref	Name	Description	Condition	ITEM SERVICED
				
				

4.2	DIAL WORKS:	Check dial fixings, dial works, dial bars, hands. Inspect and lubricate, counter minute wheel - hour wheel - minute wheel - back bearings.		
4.3	BACKUP UNITS:	Isolate power, check battery voltages, check cables, resume power. Check L.E.D clock - time & date.		
4.4	LIGHTING:	Isolate power, inspect & replace if required, resume power. Test lighting.		Yes



30 Jan 2024 09:40

Ref # 4.4



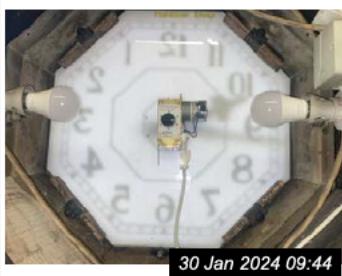
30 Jan 2024 09:40

Ref # 4.4

4.5	LEAD OFF:	Inspect, clean and lubricate from clock to dial works. Inspect and clean/lubricate all bevel sets and pivots.		
4.6	BSS:	Isolate power, check cables and connections, resume power. Check time/Date and correct silencing/tunes/tolling in place.		
4.7	HAMMERS & CONNECTIONS:	Bells are rung down. Clean/lubricate all hammers and elbows - check all connecting wire and 'S' type hooks - replace as required.		

## 4. PERFORMING THIS SERVICE (Cont.)

Ref	Name	Description	Condition	ITEM SERVICED
4.8	OTHER EQUIPMENT:	If SoD equipment, then isolate, test, clean, lubricate and resume power (as appropriate). If NOT SoD equipment - (If equipment by others) then ONLY service if you have the right tools and knowledge to carry out the task.		
4.9	ALL equipment is back 'ON' and everything has been 'CHECKED'?	This is important! Doing this avoids a silly return visit!		Yes
4.10	Site Clean & Tidy?	Clean the glass & frame.		Yes



Ref # 4.9



Ref # 4.9

## 5. HAVE YOU REMOVED ANY PARTS?

Ref	Name	Answer	Comments
5.1	You must confirm this with the office and check you have removed all the parts we need.	NO	

## 6. ANY PARTS USED?

Ref	Name	Answer	Comments
6.1	MOTORS?	NO	Add comments to tell us what type and how many?
6.2	PCB?	NO	Add comments to tell us what type and how many?
6.3	LIGHTING?	NO	Add comments to tell us how many, type and length?
6.4	OTHER PARTS USED?	NO	Add comments to tell us what type and how many?

## 7. CMK QUALITY QUESTION & CONFIRMATION

Ref	Name	Answer	Comments
7.1	I have completed this SERVICE as professionally as possible. I have included as many comments and photos as required.	YES	

### Declaration

The work has been completed to my satisfaction.

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