

FREQUENCY	COMPLIANCE ITEM	RISK	MY DUE DATE
MONTHLY	Service Charge Arrears Review	AMBER	
MONTHLY	Buildings Insurance - Confirm in Force	RED	
QUARTERLY	Service Charge Demands - s.21B LTA 1985	RED	
QUARTERLY	Bank Reconciliation - Both Funds	AMBER	
6 MONTHLY	Lift Thorough Examination - LOLER 1998	RED	
6 MONTHLY	AGM Notice - Companies Act 2006	AMBER	
ANNUAL	Fire Risk Assessment - RRO 2005	RED	
ANNUAL	Fire Door Inspection - FSA 2021	RED	
ANNUAL	Service Charge Accounts - RICS 4 th Ed.	RED	
ANNUAL	Buildings Insurance Renewal - LFRA 2024	RED	
ANNUAL	Gas Safety Check - GSIUR 1998	RED	
ANNUAL	Asbestos Management Plan - CAR 2012	RED	
ANNUAL	Companies House Confirmation Statement	AMBER	
ANNUAL	EPC Validity Check - EPB Regs 2012	AMBER	
2-YEARLY	Legionella Risk Assessment - HSE L8	RED	
2-YEARLY	Water Temperature Monitoring - HSE L8	AMBER	
5-YEARLY	Electrical Installation Report - EICR	RED	
5-YEARLY	Full Condition Survey - RICS 4 th Ed.	AMBER	
5-YEARLY	Fire Risk Assessment - Full Review	RED	
TRIGGERED	Section 20 Consultation - s.20 LTA 1985	RED	
TRIGGERED	Information Pack - LFRA 2024	AMBER	

RED = Criminal / severe penalty **AMBER** = Financial / legal liability

LTA 1985 — Landlord & Tenant Act 1985 | RRO 2005 — Regulatory Reform (Fire Safety) Order 2005 | FSA 2021 — Fire Safety Act 2021 | LOLER 1998 — Lifting Operations & Lifting Equipment Regulations | GSIUR 1998 — Gas Safety (Installation & Use) Regulations | CAR 2012 — Control of Asbestos Regulations | LFRA 2024 — Leasehold & Freehold Reform Act 2024 | EPB Regs 2012 — Energy Performance of Buildings Regulations | HSE L8 — HSE Legionella Guidance | EICR — Electrical Installation Condition Report | RICS 4th Ed. — RICS Service Charge Residential Management Code 4th Edition (April 2026)

Want the full guide? Every item explained — who's responsible, what to do, what happens if you miss it. **Free download at blockhub52.co.uk/compliance-guide**

Questions or feedback on this calendar? Email: trish@blockhub52.co.uk

