

ORWELL VILLAGE HALL MAINTENANCE REPORT 12 MAY 2020



- Village Hall Maintenance Officer appointed at AGM 10 May 2019.
- Village Hall inspection carried out 1 October 2019
- Report with 23 items requiring attention, of which 12 were urgent.
- Urgent jobs carried out by Ben Neaves of Orwell, apart from some of the gutter problems. These to be overhauled during spring 2020. Some items of guttering are brittle due to their age and a period of good weather is required to carry out the work.
- Cooker grill pan went missing so this was replaced by Paul Squires.
- A key safe with a 4-digit code was installed adjacent to the front entrance doors to minimise the number of keys.
- 18 December 2019 – 9 portable electrical items were PAT tested and all passed. 1 kettle was faulty so was eliminated.
- Wall mounted water boiler was reported as faulty. Inspected by a plumber on 24 January 2020 but was found not to be a plumbing problem. 3 February 2020 – service carried out by Dimplex. Water heater again became faulty so Dimplex were called back and on 20 March 2020 the problem was found to be due to a faulty solenoid, which was replaced.
- 20 February 2020 the boiler was serviced by Barton Boiler Services. Shortly afterwards, a fault developed, and the heating would not turn off. Barton Boiler Services attended to it on 28 March 2020 where a faulty motorised valve was detected. This was replaced and the heating was back to normal.
- During March 2020, 3 quotes were obtained for redecorating the interior of the hall and back room. 2 quotes by BS and one by the chairman. This to be discussed at the next AGM
- Due to the Lockdown, the hall has been closed so no more maintenance work has been carried out since that date.

Barry Sharman May 2020