

ORWELL VILLAGE HALL MAINTENANCE REPORT 22 JULY 2020



- 1 June 2020 decorators commenced work in village hall.
Completed 17 June 2020.

The work included ceiling and walls to the main hall, the rear corridor and the rear committee room.

As this work progressed, it highlighted that the 3 columns along the right side, the timber cladding to the Kitchen/Bar, the radiators generally and the doors in the back room would let down the appearance. It seemed ludicrous to spend all this money and not properly complete the project.

A carpenter and joiner was employed to install a dado rail on the columns and along the right hand wall to match the rest of the hall and provide 5 new doors to replace the damaged items. The dark stained cupboard in the kitchen was painted to match the rest of the hall. The decorators did this as a free of charge gesture.

Hall curtains -

We are currently going through the process of renewing these. Colour samples were displayed at our meeting on 4 July and a sample was chosen by a majority vote.

The new curtains will have blackout linings and have to be flame proofed and will cost in the region of £400. We are unable to place an order at the moment as the manufacturers were closed during the lockdown period and are now gradually building up their stock. They will be ordered as soon as stock allows.

Stage Curtains -

These were taken down during the decorating period and examined. They are not in a brilliant condition but it would involve a disproportionate cost to replace them as they are rarely used at the moment.

Lighting -

There had been discussions with hall user groups concerning the general lighting levels. These were thought to be inadequate so a complete lighting overhaul was carried out and the fittings were all replaced with LED units.

All the fire exit signs have been tested and some replaced.

Kitchen -

The kitchen was decorated as part of the project. The cleaning team will have carried out a sterilisation process to eradicate any possibility of Covid 19 infection.

Nancy Skipper has kindly carried out an inventory of items in the kitchen and has offered to keep a regular track of its contents to ensure that users will have a very usable kitchen.

Sue Miller has kindly offered the village hall a complete set of crockery and cutlery, with some stored in the kitchen and the shed at the rear of the site. The Orwell Players are to clear out the shed and hand it over to us for extra storage.

Signs -

New signs have been placed on all escape doors and fire extinguishers. Extra extinguishers have been purchased for safety reasons.

Keys -

The lock on the main front doors has been changed and a key safe installed adjacent to the right hand door. Regular users of the hall will be given the code as necessary. This can be changed as we see fit for security reasons.

There is also another key safe adjacent to the inside store door, next to the kitchen. This is to be used for internal door keys. Not necessarily for security reasons but for organisational reasons. It will also contain a spare front door key. The safe will have a code, which can also be changed if necessary.

- A list of essential maintenance items is currently being compiled and at the head of the list is the external ramp from the left hand fire escape doors (approx. £1000).
The emergency exit for wheel chair users is at the front of the main hall where people enter the hall. The left hand escape doors are not require for wheel chair users so we could have ether a new ramp of a set of steps leading to the ground outside. A sign will be clearly placed at the front exit from the hall to make this clear.
When we have established the cost of the ramp or stairs, its installation will be programmed as soon as possible.
A system has been set up for regular testing of the portable electrical items (PAT), The fire exit emergency lights and the fire extinguishers.
- Non-essential items -
Replace blown sealed units in the windows (approx. £400)
Redecorate the Foyer (approx. £300)
Redecorate the toilets (approx. £600)
Repairs to the external gutters (approx. £100)
- The external area s have been neglected over the years and a jungle was gradually appearing at the left side and the rear. It was becoming impossible for maintenance and window cleaning so this has been cut down and will be maintained regularly.

Barry Sharman July 2020