

## ORWELL VILLAGE HALL MAINTENANCE REPORT 14 OCTOBER 2020



### ESSENTIAL MAINTENANCE UNDERTAKEN

Main hall rear corridor and rear committee room decorated.

Lighting upgraded to run on LED fittings.

New flameproof black out curtains to main hall.

Boiler serviced and subsequently repaired due to a sticking valve (*not used during lockdown*).

Rear storage shed, formally belonging to The Orwell Players has been cleared out leaving only village hall equipment. Shelves to be cleaned and used for storage.

Weeds strimmed and weed killer applied to allow access for cleaning windows.

Sue Miller has kindly offered a complete set of crockery for village hall use and Nancy Skipper has offered to look after the kitchen requirements.

### ESSENTIAL WORKS PLANNED

Decorate Lobby and Toilets to bring into line with the main hall.

- Quotation from Allcoat Decorative - £981.39 including materials approx 1 week, no VAT.

Repairs or replacement of timber escape ramp

- Quotation from Ernie Warren Carpenter £1890.38 plus VAT  
This is to completely replace the ramp with new. Mr Warren feels that it is too far gone to repair.
- Quotation from Neil Thomas Carpenter – awaiting quote.

Blocked wastepipe in the kitchen

- BNS to look at repairing before the kitchen is opened.
- BNS to strim weeds again and apply more weed killer

### NON-ESSENTIAL WORKS

Replace stage curtains

- BNS to get a quotation for new flame proof curtains.

Change lights in committee room to LED

- BNS and Ashley to investigate.

Administration

- BNS to update familiarization manual
- BNS to track oil level in tank and order oil as required.

Barry Sharman - October 2020