

## ORWELL VILLAGE HALL MAINTENANCE REPORT 11 January 2022



### ESSENTIAL MAINTENANCE UNDERTAKEN

New Microwave oven on order.

Cooker inspected and found to be in working order.

Rainwater gutters and pipes have been adjusted but more adjustment is required.

Fire Risk Assessment carried out and report issued. There are a number of items requiring immediate attention. See list below.

Mark Collins has updated the familiarisation manual and a copy is on the VH website.

### ESSENTIAL WORKS PLANNED

Several items highlighted in the Fire Risk Assessment require immediate attention:

- RH side rear metal fire escape stair requires attention. Meeting with an engineer arranged for an inspection.
- No smoking and vaping signs required, also signs for *"Emergency Exit Keep Clear"*
- Fire blanket required in Kitchen.
- Fire extinguishers to be mounted on a wall and NOT free standing.
- Alarm in Disabled Toilet is not working so electrician required to inspect.
- External escape routes to be kept clear. A local contractor about to be appointed to carry out this work on a regular basis, possibly 3 times each year.
- Electrical Installation Condition inspection to be carried out regularly.

### KITCHEN

Measured survey carried out in kitchen and proposals to be discussed at the next full committee meeting.

### REAR MEETING ROOM

Measured survey carried out and proposals to be discussed at the next full committee meeting.

The Orwell Players have transferred £1800 to the Village Hall account for this purpose.

Barry Sharman – January 2022