



ORWELL VILLAGE HALL MAINTENANCE REPORT JANUARY 2021

ESSENTIAL MAINTENANCE UNDERTAKEN

Main hall rear corridor and rear committee room decorated.

Main Hall 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.

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

Timber side escape ramp replaced and extended to lessen the slope.

Blocked wastepipe in the kitchen repaired (*our chairman did this for us*)

The Bowls Club has painted their equipment boxes to match the main hall walls.

The main door key is in a key safe in the front external lobby. The code can be changed to suit circumstantial requirements. There is also a key safe adjacent to the storeroom, which contains all the other keys.

The external heating oil storage tank has been topped up.

The Pannier Market Committee has kindly donated a permanent hand sanitiser to be located close to the entrance.

ESSENTIAL WORKS PLANNED

Upgrade back room lighting to LED

Administration

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

Barry Sharman – January 2021