

ORWELL VILLAGE HALL MAINTENANCE REPORT 06 December 2022



ESSENTIAL MAINTENANCE UNDERTAKEN

- Rear Escape Door adjusted by Ben Neaves
- Cable in front of stage reinstated.
- Monthly emergency lights checked and found to be in order up to November 2022.
- New part fitted to symphonic system in ladies toilet

ESSENTIAL WORKS PLANNED

- Awaiting quote for new carpet and curtains in TOPs room
- Awaiting second quote for new stage curtains
- While inspecting rear escape door with Ben Neaves, it was discovered that the door is in poor condition and needs replacing.
New door and suitable ironmongery to be researched and specified.
Quote required from a carpenter to fix new door and ironmongery.
- Awaiting quote for new blackout blind in kitchen.
- Heating and hot water time clock adjusted so that it all goes off at 10:30pm

Barry Sharman – December 2022