



East Worlington, Nr CREDITON, Devon EX17 4TS  
<http://www.eastworlingtonparishhall.btck.co.uk/>  
[worlingtonparishhall@gmail.com](mailto:worlingtonparishhall@gmail.com)



# Maintenance Policy Schedule and Action Plan

## **1. Policy Statement**

- i Our building is a Grade II Listed converted tithe barn dating from the C17th, of cob wall construction, built on stone wall foundations, supporting A frame roof timbers, covered with a thatched roof.
- ii The building is of heritage significance.
- iii Conserving and preserving the building underpins all our maintenance work.
- iv Our aim is to maintain the building in a good condition to ensure it is fit for its purpose as a Parish Hall and is preserved for future generations.
- v We believe in 'prevention rather than cure' and therefore adopt a proactive and systematic approach that ensures users have a positive experience and that the need for remedial work and expensive repairs are minimised.

## **2. Roles and Responsibilities**

- i The Board of Trustees / Management Committee hold overall responsibility to ensure the building is well maintained.
- ii The Honorary Secretary has responsibility for ensuring the maintenance scheduled is up-to-date and implemented.
- iii One member of the Board / Management Committee is responsible for ensuring Health and Safety assessments and procedures are in place.
- iv External contractors and specialists will be employed where necessary and it is the responsibility of the Honorary Secretary to contract the work unless delegated to another Trustee by the Board
- v It is the responsibility of any users and hirers of the hall to report any damage to the premises as a result of their use.

## **3. Maintenance Schedule**

- i The Board of Trustees / Management Committee will ensure a Maintenance Schedule is in place.
- ii The Maintenance Schedule will show an annual programme of maintenance tasks and include a list of any works necessary to ensure the building maintains the required standard.
- iii A Maintenance Register will be maintained to record all maintenance work.

## **4. Monitoring**

- i Maintenance will be a standing item on the agenda of meetings of the Board of Trustees / Management Committee who will monitor the Maintenance Schedule, receive reports on maintenance tasks recorded in the Maintenance Register and ensure any new maintenance requirements are added to the schedule.
- ii Each Trustee / Management Committee should keep a general awareness of the maintenance issues for the building and report any concerns or new issues at the Committee meetings
- iii A Maintenance Register will record all completed maintenance tasks and this will be available to the Trustees / Management Committee and any other interested person.
- iv An annual conditions survey will be undertaken and reported to the Trustees / Management Committee.

## **5. H&S Compliance**

- i The Trustees / Management Committee will ensure the building meets legal compliance on issues of health and safety including fire safety.
- ii A Health and Safety Policy and Risk Assessment will be in place and reviewed annually.
- iii A Fire Safety Policy will be in place and reviewed annually.
- iv Electricity Safety and Fire Alarm checks will be undertaken monthly and a log will be maintained.
- v Fire extinguisher checks will be undertaken annually.
- vi First Aid equipment will be in place and checked monthly or after any recorded use.
- vii An accident report book will be in place and used to record any incidents.

## **6. Cleaning**

- i Ensuring the building is in a clean condition is important for user satisfaction, and to reduce the harmful impact of an unclean environment on the building.
- ii Cleaning schedule is multi-layered showing daily, weekly, monthly and annual cleaning responsibilities and tasks.
- iii All users have the responsibility to leave the building in a clean and tidy condition.

## **7. Hall Interior**

- i Routine monitoring through observation will be implemented and be the responsibility of the Trustees / Management Committee.
- ii Inspection of the internal condition of the building will be undertaken annually and a report produced.
- iii The annual report will inform the review of the annual Maintenance Schedule and help priorities any essential maintenance work. (See Maintenance Schedule)

## **8. Hall Exterior**

- i Routine monitoring through observation will be implemented and be the responsibility of the Trustees / Management Committee.
- ii Inspection of the exterior condition of the building will be undertaken annually and a report produced.
- iii The annual report will inform the review of the annual Maintenance Schedule and help priorities any essential maintenance work. (See Maintenance Schedule)

## **9. Equipment**

- i All equipment owned as an asset of the Parish Hall facilities will be maintained in a good condition to ensure that is fit for purpose.
- ii Routine monitoring through observation will be implemented and be the responsibility of the Trustees / Management Committee.
- iii A formal check on the condition of equipment, including tables, chairs, kitchen utensils and crockery will be undertaken monthly. (See Maintenance Schedule).

## **10. Finance**

- i Annual budget will be allocated to ensure this Maintenance Policy and Plan can be implemented.
- ii Value for money principle will be applied to any expenditure.

## East Worlington Parish Hall Maintenance Schedule

Activity	Daily	Weekly	Monthly	Qtrly	1/2 Yrly	Yearly	3 Yrly	5 Yrly	Last done	Resp.	Contractor
<b>Health and Safety</b>											
Regular inspection of public areas			✓							Com.	Committee
Risk Assessment Review						✓				BE	BE
Fire Risk Assessment Review						✓				BE	BE
Electric safety check			✓							BE	BE
Fire Alarm and Emergency Lighting check			✓							BE	BE
PAT Testing						✓				JC/BE	Dart Electrics
Electrical infra-structure testing								✓		JC/BE	Dart Electrics
Check and restock first aid box			✓							JC	JC
Check Accident Record			✓							JC	JC
<b>Cleaning</b>											
Clean after use	✓									Users	
General clean - wipe surfaces - wash floor - toilets		✓								CH-B	Cleaner
General clean - all walls - steam clean floor - stage - toilets			✓							JC	Volunteers
Clean lighting in all parts of building						✓				JC	Volunteers
Clean kitchen cupboards			✓							JC	Volunteers
Deep clean kitchen			✓							JC	Volunteers
Clean cooker			✓							JC	Volunteers
Clean fridge			✓							JC	Volunteers
Clean ceiling in kitchen					✓					JC	Volunteers
Clean roof trusses in Hall						✓				JC	Volunteers
Clean storeroom					✓					JC	Volunteers
Clean (sweep) car park area			✓							JC	Volunteers
Clean windows internally				✓						JC	Volunteers
Clean windows externally				✓						JC	Volunteers
Clean skylights in kitchen				✓						JC	Volunteers

## East Worlington Parish Hall Maintenance Schedule

Activity	Daily	Weekly	Monthly	Qtrly	1/2 Yrly	Yearly	3 Yrly	5 Yrly	Last done	Resp.	Contractor
<b>Hall Interior</b>											
Inspect cob wall condition throughout the building						✓				SB	BPS (RB)
Inspect timber roof structure condition in main hall						✓				SB	BPS (RB)
Inspect floor and sub-floor condition in main hall						✓				SB	BPS (RB)
Inspect windows internally						✓				SB	BPS (RB)
Inspect condition of old barn door						✓				SB	BPS (RB)
Inspect all other timber including stage and wall panelling						✓				SB	BPS (RB)
Treat roof timbers in main hall								✓		SB	TBC
Treat timber floor in main hall								✓		SB	TBC
Inspect ceiling, roof and floors in kitchen						✓				SB	BPS (RB)
Inspect ceiling, roof and floors in toilet / foyer						✓				SB	BPS (RB)
Inspect ceiling, roof and floors in storeroom						✓				SB	BPS (RB)
Re-paint walls in main hall								✓		SB	TBC
Re-paint plastered areas of roof in main hall								✓		SB	TBC
Re-paint walls internally								✓		SB	TBC
Re-decorate kitchen								✓		SB	TBC
Re-decorate foyer / toilets								✓		SB	TBC
Redecorate storeroom								✓		SB	TBC

## East Worlington Parish Hall Maintenance Schedule

Activity	Daily	Weekly	Monthly	Qtrly	1/2 Yrly	Yearly	3 Yrly	5 Yrly	Last done	Resp.	Contractor
<b>Hall Exterior</b>											
Inspect thatched roof						✓				SB	TBC
Inspect cob wall condition						✓				SB	BVP (RC)
Inspect windows externally						✓				SB	BVP (RC)
Inspect doors						✓				SB	BVP (RC)
Inspect drains						✓				SB	BVP (RC)
Inspect guttering						✓				SB	BVP (RC)
Clear guttering				✓						SB	Volunteers
Re-paint external walls								✓		SB	TBC
Re-paint windows							✓			SB	TBC
Re-paint/varnish doors							✓			SB	TBC
Check and clear drains						✓				SB	TBC
Inspect noticeboards						✓				SB	SB
Inspect car park						✓				SB	SB
<b>Hall Equipment</b>											
Inspect electric wall heaters						✓				BE	Dart Electrics
Inspect / service boiler						✓				SB	TBC
Service fire extinguishers						✓				JC	
Replace lamps and fluorescent tubes			✓							BE	BE
Check folding tables			✓							BE	BE
Check chairs			✓							BE	BE
Check hearing loop						✓				BE	BE
Check kitchen equipment - cooker, fridge, water heater, boiler						✓				CH-B	CH-B
Check kitchen utensils			✓			✓				CH-B	CH-B
Check kitchen cutlery			✓							CH-B	CH-B
Check data projector						✓				SB	SB

## East Worlington Parish Hall Maintenance Action Plan

Activity	To be completed by	Responsibility	Contractor	Estimated cost	Date Completed
Outside cupboard – new lock fitted and door post replaced	20.10.13	SB	RM (Volunteer)	£5.00	18.10.13
Main entrance – replaced vertical door stop on left hand side of entry	14.11.13	SB	RM (Volunteer)	£8.00	08.11.13
Fuse box cupboard – cut door in half, fitted two new hinges plus hasp and staple and padlock	10.01.14	SB	RM (Volunteer)	£12.00	03.01.14
Turned and added support to two kitchen shelves after bowing occurred	10.01.14	SB	RM (Volunteer)	£0.00	04.01.14
Replaced hook and eye on stairs to stage to stop movement	10.01.14	SB	RM (Volunteer)	£4.00	04.01.14
Rehung right hand curtain on stage	08.05.14	SB	RM (Volunteer)	£0.00	30.04.14
Cut eight trestles to enable them to be stacked on top of each other for ease of storage.	13.03.14	SB	RM (Volunteer)	£0.00	28.02.14
Review of H&S Risk Assessment	08.05.14	BE	BE	£0.00	01.05.14
Review of Fire Risk Assessment	08.05.14	BE	BE	£0.00	01.05.14
Fire Alarm Inspection	11.02.14	BE	Dart Electrics	£370.00	11.02.14
Electrical infra-structure testing	11.02.14	SB	Dart Electrics		11.02.14
Fire Extinguisher Testing	09.02.14		West of England Fire Protection Ltd	£53.00	09.02.14
PAT Testing	30.11.13	JC/BE	Totterdell	£40.00	19.11.13
Review of H&S Risk Assessment	30.04.15	BE	BE	£0.00	
Review of Fire Risk Assessment	30.04.15	BE	BE	£0.00	
Fire Alarm Inspection	11.02.15	BE	Dart Electrics	£150.00	
PAT Testing	31.03.15	JC/BE	Dart Electrics	£50.00	
Electrical infra-structure testing	11.02.19	JC/BE	Dart Electrics	TBC	
Fire Extinguisher Testing	09.02.15	JC	West of England Fire Protection Ltd	£58.00	
Internal Building Inspection	30.04.15	SB	Burn Valley Properties	TBC	
External Building Inspection	30.04.15	SB	Burn Valley Properties	TBC	

## East Worlington Parish Hall Maintenance Action Plan

Activity	To be completed by	Responsibility	Contractor	Estimated cost	Date Completed
Clean and treat roof trusses	31.12.15	SB	RJ Slee	£420.00	
Repair front window sill	31.03.15	SB	RJ Slee	TBC	
Inspect condition of old barn door	31.03.15	SB	RJ Slee	£50.00	
Re-paint walls in main hall	01.05.16	Committee	TBC	TBC	
Paint plastered areas of roof in main hall	31.03.15	Committee	TBC	TBC	
Re-decorate kitchen	01.05.16	Committee	TBC	TBC	
Re-decorate foyer / toilets	01.05.15	Committee	TBC	TBC	
Redecorate storeroom	01.05.16	Committee	TBC	TBC	
Periodic Renewal of Thatch	01.05.40	Committee	TBC	TBC	
Re-paint external walls	01.05.17	Committee	TBC	TBC	
Re-paint windows	01.05.15	Committee	TBC	TBC	
Re-paint/varnish doors	01.05.15	Committee	TBC	TBC	
Check and clear drains	31.04.15	SB	SB/RM	£0.00	