Proposed Building Maintenace Regime
Bennett Street Community Centre

Activity	Daily	Weekly	Monthly	2 Monthly	Quartley	1/2 Year	Yearly	3 Yearly	5 Yearly	Other	Responsilbilty	Last Done	Contractor
Health and Safety													
Check & restock First Aid box			✓								SC		To Be Decided
Regular inspections of public areas			✓								ALL		To Be Decided
General risk assessment							✓				SC		To Be Decided
Fire risk assessment							✓				SC		To Be Decided
H&S review of caretaker role							✓				SC		To Be Decided
Cleaning													
General cleaning	✓										JJ		To Be Decided
Clean and buff hall floor		✓									JJ		To Be Decided
Clean windows internally				✓							JJ		To Be Decided
Clean windows externally				✓							PON		To Be Decided
Springclean kitchen cupboards							✓				JJ		To Be Decided
Deep clean kitchen S/S surfaces							✓				JJ		To Be Decided
Clean cooker hood grill							✓				JJ		To Be Decided
Dust internal roof trusses & beams							✓				JJ		To Be Decided
Clean hall lighting diffusers								✓			ND		To Be Decided
Clean skylights inside & out								✓			ND		To Be Decided
Clean carpets									✓		JJ		To Be Decided
Clean curtains									✓		JJ		To Be Decided
Maintenance - Grounds													
Clear leaves from drains		✓									JJ		To Be Decided
Trim hedges & grass border				✓							CJ		To Be Decided
Weed Monica's garden					✓						CJ		To Be Decided
Trim back Monica's garden							✓				CJ		To Be Decided
Inspect grounds							✓				PGP		To Be Decided
Inspect notice board & refurbish as needed							✓				PGP		To Be Decided
Inspect car park & repair potholes as needed							✓				PGP		To Be Decided
Paint container								✓			PON		To Be Decided
Treat fence									✓		ND		To Be Decided
Inspect drains if problem suspected										✓	PGP		To Be Decided
Maintenance - Hall Exterior													
Clear gutters						✓					ND		To Be Decided
Inspect building exterior							✓				PGP		To Be Decided
Varnish external doors								✓			ND		To Be Decided
Paint external woodwork									✓		ND		To Be Decided
Maintenance - Hall Interior													
Repolish hall floor						✓					JJ		To Be Decided
Check and clear out understage store							✓				JS		To Be Decided
Inspect inside user cupboards							✓				JS		To Be Decided
Check and clear out UVH cupboard							✓				JS		To Be Decided
Inspect building interior							✓				PGP		To Be Decided
Review all signage							✓				SC		To Be Decided
Repaint walls and woodwork									✓		PGP		To Be Decided
Survey underside of hall floor									✓		PGP		To Be Decided
Repaint ceilings and beams										✓	PGP		To Be Decided
Sand & reseal hall floor										✓	ND		To Be Decided
Maintenance - Hall Equipment													
Replace microphone batteries			✓								ND		To Be Decided
Clean PA amplifier							✓				PGP		To Be Decided
Inspect/Service boiler							✓				ND		To Be Decided
Service fire extinguishers							✓				SC		To Be Decided
Test emergency lights							✓				SC		To Be Decided
PAT tests							✓				SC		To Be Decided

Replace fluorescent tubes in hall								✓			**ND**		To Be Decided
Check & certify electrical circuits									✓		**PGP**		To Be Decided

(1) The responsible party can be either the trustee that carries out the activity personally or the one responsible for organising a contractor or work party to do the job.
(2) Date last done only recorded for activities with a frequency of yearly or longer
(3) Inspections carried out by trustees on a monthly rota organised by SC.