

Bonsall Village Hall Management Committee



Maintenance Policy

Reviewed 6.1.25 v3

The managing of the maintenance of Bonsall Village Hall (BVH) will be the responsibility of Bonsall Village Hall Management Committee (BVHMC).

BVHMC will have responsibility for maintaining the fabric of the building and its fixtures and fittings.

A member of BVHMC will review the condition of the building and its fixtures and fittings prior to BVHMC meetings and any repairs or maintenance works to be carried out will be agreed at the meetings.

BVHMC will review the overall condition of the building at the start of the financial year and produce a schedule of planned maintenance or repair work for that year.

Minor repairs and maintenance work may be carried out by members of BVHMC, or any other persons appointed by BVHMC, who have the appropriate skill and experience to carry out the work.

Minor repairs and maintenance work that cannot be carried out by BVHMC members or other such appointed persons, shall be carried out by an approved person or company as agreed by BVHMC.

Any electrical work, plumbing work, or work to gas appliances, is to be carried out by a suitably qualified and certified electrician/plumbing/heating engineer as agreed by BVHMC.

Servicing and maintenance of the Liftup platform lift is to be carried out by Level Access Lifts own qualified service technician, or by a technician who has completed a Liftup product and service course.

The Chair of BVHMC may authorise maintenance and repair work up to the sum of £500.

The Chair of BVHMC may authorise maintenance and repair work up to the sum of £1,000 subject to authorisation by a quorum of BVHMC.

Major repairs and maintenance works should be subject to 3 estimates, which will be submitted to BVHMC for review and recommendation.

The cost of major repair or building work will be approved by BVHMC and presented to the Trustees of BVH for ratification prior to contractors being appointed.

Invoices and receipts will be provided for all maintenance and repair work carried out. Payments will be agreed by BVHMC and made by the Treasurer.

Village Hall Routine Maintenance/Checks

1. General cleaning, including kitchen, toilets, and floors - weekly
2. Check lighting, both internal and external - weekly
3. Check heating - weekly
4. Check operation of platform lift. Operate lift to ensure that it rises and lowers correctly. Clear any debris from below lift using a long handled brush, whilst lift is in raised position. DO NOT CRAWL BELOW LIFT. Remove any debris from inside lift - weekly
5. Check operation of automated door. Check that the door closes automatically – weekly
6. Check condition of the fabric of the building and schedule any repairs deemed necessary – monthly
7. Clean windows internally and externally - quarterly
8. Undertake routine inspection and maintenance of platform lift by an authorised service technician – every 6 months

Village Hall Annual Maintenance/Checks

1. Deep clean kitchen, including all surfaces, cupboards, and cooker. Record any defects or repairs deemed necessary
2. Inspect electric water heater in Kitchen. Servicing and repair work to be carried out by a suitably qualified electrician
3. As part of annual Gas Safety check, inspect convector heaters at ground and first floor and gas water heater in Ladies Toilet. Servicing and repair work to be carried out by a suitably qualified heating engineer
4. Service fire extinguishers. Work to be carried out by a fire protection company
5. Test emergency lights. Work to be carried out by a suitably qualified electrician
6. PAT test all portable electrical appliances. Work to be carried out by a suitably qualified electrician
7. Check condition of interior decoration and redecorate as and when necessary
8. Clean out gutters and rainwater gullies at end of autumn
9. Inspect condition of access to building and front yard area. Carry out any repairs deemed necessary