

Repair and Maintenance Policy

Bramley Village Hall Trust

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The Bramley Village Hall Trustees are responsible for ensuring that the fabric and amenities of the Village Hall are provided and maintained to an appropriate standard; that the Hall and its amenities meet Health and Safety requirements; and that all regulatory and licensing requirements are met. For this purpose, the 'Hall' will include the surrounding environment of the grass areas, hedges, at the front and rear, ditches adjacent lane and car park.

In fulfilling this policy, a Trustee will assume the role of Maintenance Officer to plan, direct and co-ordinate all matters relating to the repair, maintenance and upkeep of the building and its amenities.

The Maintenance Officer will be responsible for:

- Managing a rolling schedule of maintenance of the fabric of the building and facilities equipment facilitating repairs and improvements as they arise;
- Managing a programme to maintain the fences, entrance gate, ditches, side track, grassed areas, trees, hedgerows, exterior sheds and car park areas;
- Action to ensure that appropriate inspections and tests take place to meet regulatory requirements including Health and Safety objectives, and that any remedial works arising from these inspections are drawn to the attention of the Trustees and further action agreed;
- Providing advice and support for any major improvements/changes to the Facility.

Routine checks and regulatory inspections the Maintenance Officer will be responsible for:

- Inspection of the Fire Extinguisher - Annual
- Emergency Lighting Battery 3 hour Duration Check – Certified annually
- Emergency Lighting Operation - Sample Weekly
- Portable Appliance Testing – 2 years
- Electrical Installation Fixed - 5 years
- Gas Safety Check - Annual
- Check Operation of external Fire Escape Doors – Monthly
- Fire Alarm System operational check – Weekly
- Fire Alarm System Service – 6 months
- Maintain window and door locks for security purposes - Check Monthly
- Maintenance of the Main Hall Air Conditioning Services – Annual
- Maintenance and Inspection of the Solar Panel System – Wash panels quarterly

Emergency Repairs

All Trustees and users of the Hall will report faults, defects and damages to the Maintenance Officer. Upon notice of receiving the Maintenance Officer will undertake to estimate costs and provision of works, seeking financial authorisation from the Treasurer and Trustees as appropriate. This is with the exception of emergency works to carry out urgent repairs to meet operational needs of the Hall. Works such as the provision of urgent plumbing, electrical repairs and building fabric repairs. These emergency works to a value of £500 can be carried out without prior approval of the Trustee Treasurer.

Date of Writing: March 2019

Date of Latest Review: March 2025

Date of Next Review: March 2026