

Facility Management Overview 2024/25

It's been another busy year keeping the facilities ship shape for the regular and one off users of the hall.

Ongoing is the cleaning of the hall taking place on Monday and Thursday mornings and that is supplemented by checks and cleans after most one off events. The Hall Cleaner does the majority of the regular cleans supported by the Facility Manager and in addition they picks up in the main the cleans after events as this tends to be outside of normal hours.

Part of the Facility Managers regular duties sees the testing and recording of fire alarms, emergency lighting, accessible toilet alarm and fire equipment. This is then overseen by the Halls nominated Contractor with two service visits a year to check the fire alarm panel, emergency lighting (one check for one and a half hours and the other for four hours).

Legionella controls include the Facility Manager flushing through the dead-leg water units in the hall each week. In addition another of the Halls nominated contractors complete a Boiler Service and Safety Inspection and this includes the gas boiler and underfloor heating system.

Electrical PAT testing is separately carried out yearly by the Halls preferred Contractor.

The roof inspection for insurance purposes has been completed in the current year.

The halls waste collection includes the collection of General Waste and Recycled Waste fortnightly and Glass Recycling Monthly, these collections are adjusted based on needs by the Facility Manager liaising with Contractor.

Regular stock and inventory checks take place throughout the year on kitchen equipment and ancillary items and is then backed up by purchases if required.

Repairs and maintenance during the year include replacement of the main hall patio door lock, the kitchen door lock, toilet seat replacement, side door window replacement, patio slabs were lifted and reset and upgrades to signage, repairs and replacement to hall lights.

Improvements to the hall facilities during the year include the provision of two EV charging points in the car park, a complete repaint to the halls main hall area, purchase of cleaning equipment has helped improve the upholstery on the chairs other cleaning equipment purchases have helped enhance and maintain the longevity of the hall facilities. Improvements to outside lighting and security include a new PIR light unit to the side of the hall overseeing the Car Charging Unit. A Smart Meter is now installed to monitor hall electrical usage.

Challenges through the year have been to clean and maintain during a busy programme of activities and usage and that often replacement items including lighting, door locks and toilet seats are now deemed obsolete and therefore more costly and difficult to replace.