

Facility Management Report 2025/6

The hall facilities continue to be maintained on a weekly basis, mainly on Monday and Thursday and following events with deep cleaning and facility maintenance both reactive and pro-active taking place. The Halls Cleaner completes the majority of the cleaning tasks supported by the Facility Manager especially after one off events. This helps to ensure that the hall users are able to enjoy facilities that are clean, safe and beneficial to the local community.

Improvements during the year include the provision of a new bin recycling area away from the car park entrance to be closer to the halls exit points and provides security and screening for the three bins for general, recycled and glass waste collection. This area is also illuminated by a new PIR sensor to assist customers during the hours of darkness. Signage has also been improved to assist customers with the correct disposal for rubbish.

The hall committee are committed to assisting with environmental good practices including recycling of waste, where possible purchasing sustainable products, energy saving with PIR lighting, provision of an electric car charging point and these strategies will continue as the committee consider more energy initiatives.

On going maintenance and servicing by external contractors is important to ensure the facilities are well managed and remain operational this includes boilers/heating system, emergency lighting, fire alarm systems, portable electrical testing and the halls sedum roof irrigation system.

On going maintenance includes flushing through dead leg water systems, alarm testing and recording, checking of fire fighting equipment, drop test of emergency lighting, inventory and stock checks to ensure levels are maintained to meet customer requirements, replacing and updating items including kitchen equipment.

Repairs during the year have included replacing door locks, padlock upgrades, car park bollard damage, toilet seat replacement, replenishing car park pot holes, kitchen tap, plumbing works in the toilets, patio slabbing repairs, field gatepost replacement, painting and providing corner edging to walls within the main hall.

To assist in the cleaning of facilities a floor cleaning machine has been purchased along with upgraded floor mops and different cleaning products all aimed at either improving standards or making cleaning quicker and more efficient.

Purchase orders of both day to day and one-off items is sourced by aiming to find the best possible price, sustainable products that will fulfil the specific purpose.

Facility security is maintained by CCTV coverage both internally and externally and this serves as a deterrent for crime and assists with public safety and facility management.

Externally the halls gardens and car park are maintained with the clearing of weeds, planting in flower beds, trimming of trees and bushes as well as the clearing of leaves from the car park in the autumn and winter period.

Customer assistance continues to be improved with signage, guidance notices and the updating of the hall's terms and conditions.

Records continue to be retained to track facility management and are available for inspection by the halls committee and are backed up by monthly facility reports and updates provided by the Facility Manager.