

Poughill Village Hall

Maintenance list

28th January 2020

Description

Category

Skills Required

Volunteer

Done

West wall :

Repair drainpipe over church wall

minor

General

[]

Yes

Clear out drain

minor

General

[]

Yes

Window needs new putty

minor

Ladder, trowel

[]

Front Wall :

Rub down & repaint gable ends

medium

Ladder, sanding, filling, painting

[]

Replace store room window

medium

Window removal & re-fitting

[]

Repair crumbling render ?

medium

Ladder, raking out and replacing mortar

[]

Replace or remove porch ?

major

Professional

[]

Restore downpipe(s)

medium

Ladder, general

[]

East wall :

Treat woodwork around kitchen window

minor

Sanding, painting

[]

Repair guttering

minor

Ladder, general

[]

Yes

Back wall :

Remove ivy & virginia creeper (inform church ?)

minor

General

[]

Yes

Clean out & repair gutters (after ivy removal)

minor

General

[]

Yes

Repair & repoint gas pipe entry

minor

Bricklaying, mortar

[]

Replace outside toilet window (unless kitchen developed)

medium

Window removal & re-fitting

[]

Replace kitchen window (unless kitchen developed)

medium

Window removal & re-fitting

[]

Rub down & repaint gable ends

medium

Ladder, sanding, filling, painting

[]

<u>Description</u>	<u>Category</u>	<u>Skills Required</u>	<u>Volunteer</u>	<u>Done</u>
Roof :				
Repoint stone edge adjacent to kitchen roof	minor	Repointing mortar	[]	
Remove TV aerial ??	minor	Ladder	[]	
Restore bell ??	medium	Ladder, woodwork, flashing	[]	
Repair flashing around bell pull	medium	Roofing	[]	Patched
Repair roof/facia boards to top of kitchen roof	medium	Roofing	[]	
Repoint hall ridge pieces	major	Roofing		
Playground / Field :				
Clear weeds, ivy, buddleia etc.	minor	General	[]	Part
Tidy up flower garden	minor	General	[]	Part
Repair & treat picnic tables	minor	General, woodwork	[]	
Paint front gate	minor	Sanding, painting	[]	
Tidy up & treat sheds (one requires new door)	minor	General, woodwork	[]	
Clear junk from sheds	minor	General	[]	
Clear out old toilet block and make safe	medium	General, roof, brickwork	[]	
Tree root damage to stone wall between field and church	major	Professional		Fenced off, being investigated
Hall :				
Repair chairs	minor	Fit new screws & tighten seats and backs		PM/AM
Cut off iron wall bracket on back wall	minor	Ladder, angle grinder	[]	
Repair plasterwork around west end vent	minor	Filling, painting	[]	
Clean up/repaint walls & ceiling	medium	Scaffold tower, rubbing down, painting	[]	
Fit new skirting (beading ?) around floor edge	medium	Woodwork, general	[]	

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Lobby :				
Find alternate storage for tables etc.	minor	General	[]	
Fit coat hooks	minor	General	[]	
Repair cistern in gents toilet	minor	Plumbing	[]	
New catch on towel holder in gents toilet	minor	General	[]	
Fit door closer to door to hall ?	minor	General	[]	
Disabled access via outside door ?	major	Professional		
Fit new weatherproof door	major	Professional		
Kitchen :				
Repair light fitting/switch in youth club store room	minor	General	[]	
Plumb in dishwasher	minor	Plumbing	[]	DM
Dripping tap in basin by back door.	minor	Plumbing	[]	Yes
Repair & repaint lintel over hall door	minor	Filling, painting	[]	
Replace woodworm infested timber shelf	minor	Woodwork	[]	
Repair & repaint post adjacent to back door	minor	Filling, painting	[]	
Repair kitchen window catches	minor	General	[]	
Fit new (linked ?) smoke alarms	medium	Electrical if linked	[]	
Rub down & repaint walls & ceiling	medium	Ladder, rubbing down, painting	[]	
Rub down & repaint store room walls & ceilings	medium	Rubbing down, painting	[]	
Fit new double entrance doors from hall	major	Professional		
Outside toilet (unless kitchen redeveloped) :				
Fit shelves ?	minor	General	[]	Yes
Rub down & repaint walls & ceiling	medium	Rubbing down, painting	[]	
Refit ceiling light	medium	Electrical	[]	

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<p>Replace or Remove porch :</p> <p>Relocate electrics Remove emergency lighting Dismantle old porch & make good Fit new weatherproof door to lobby Disabled access to lobby door ? Step access to fire exit door ? Restore front wall of hall</p> <p>If removed :</p> <p>Fit new weatherproof fire door Reseal and repaint middle door Restore path and fit new hand-rail</p>	Major	Professional		
<p>Develop new kitchen area (notes for discussion) :</p> <p>Demolish outside toilet block.. ..replace with new kitchen block Move current kitchen door to outside wall Add kitchen access door through outside toilet area Replace existing kitchen window with serving counter Existing kitchen becomes cafe/coffee room/meeting room (can then be let out separately from hall) Fit additional ceiling heater in cafe/coffee room Use large cupboard to store hall tables Extend small cupboards down to floor for general storage Dedicated bar storage adjacent to serving counter</p>	Major	Professional		