**Kingston Village Hall**

**Maintenance Policy**

The Kingston Village Hall Management Committee aims to ensure that the hall is a safe place for all users and visitors and that the fabric of the building as well as the equipment within it and the grounds are kept in good repair.

Redecoration, minor repairs and improvements will normally be carried out by volunteers, but our budget allows for occasional professional work if necessary. We have included a provision in our Reserves Policy of £5000 to cover unexpected maintenance issues.

The upgraded hall provides additional capacity, comfort and vastly improved catering facilities and we now receive additional income from an increased number of lettings. These extra funds will help to maintain the hall in the long term.

Inspection and Servicing of Equipment

There is an agreed schedule for regular inspection and servicing of equipment and a written service record is kept. Specialist professional contractors are employed where appropriate. The responsibility for arranging inspections and services and for maintaining the upkeep of specific items lies with particular named committee members.

| Item | Test/Service interval |
| --- | --- |
| Emergency Lighting | Annually (3hr endurance test) |
| Fire Exits and Alarms | Annually |
| Fire Fighting appliances | Annually |
| Boiler | Annually |
| Electrical Installation | Every 5 years |
| Portable Appliances | Annually |
| Residual Current Device | Annually |
| First-Aid box | Annually |

Identification of Other Work to be Completed

The hall and grounds are inspected annually, prior to the AGM, in order to identify any disrepair or damage and a report presented at the meeting. Appropriate action can then

be planned and carried out during the coming year.

Breakages MUST be reported to the Chairman as soon as possible. There is a Faults and Breakages book kept in the kitchen in which users should make a written record.

A notice should also be placed on damaged equipment warning that it is not to be used and the appropriate person informed. This is particularly important should anyone using the hall come across a fault or other damage which might cause injury. Work will then be carried out to rectify the situation as soon as possible.

Two Trustees to sign

Patricia Draper

Paul Wright

Dated: 01/03/2024