

Repair and Maintenance Policy

Bramley Village Hall Trust

January 2019

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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 necessary regulatory and licensing requirements are met. For this purpose, the 'Hall' will include the surrounding environment of the grass areas, hedges, ditches at the front and rear, 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 facilitating repairs and improvements as they arise;
- Managing a programme to maintain the fences, ditches, lane, grassed areas, hedgerows, outside buildings and car park areas;
- Action to ensure that appropriate inspections and tests take place to meet regulatory requirements including Health and Safety objectives, ensure that remedial works arising from these inspections are drawn to the attention of the Trustees and co-ordinate agreed further action;
- Providing advice and support for any major improvements/changes to the Facility

All Trustees and users of the Hall will report faults, defects and damages to the Maintenance Officer who will undertake to estimate costs and provision of works, seeking financial authorisation from the Treasurer and Trustees as appropriate, with the exception of emergency works to deal with urgent repairs to meet operational needs, including the provision of urgent plumbing or electrical repairs.

Date of Writing: January 2019

Date of Review: February 2022

Date of Next Review: February 2023