

Potton Hall for All SCHEDULED H&S, CLEANING & MAINTENANCE PLAN

ACTIVITY	DAILY	WEEKLY	MTHLY	2 MTHLY	QTRLY	½ YRLY	YEARLY	3 YRLY	5 YRLY	OTHER	RESP ⁽¹⁾	TO BE DONE NEXT ON ⁽²⁾	CONTRACTOR
HEALTH & SAFETY													
Check & restock First Aid box			✓								SC		
Regular inspections of public areas			✓								All ⁽³⁾		
General risk assessment							✓				SC	13/06/20	
Fire risk assessment							✓				SC	17/12/20	
H&S review of caretaker role							✓				SC	01/02/21	
CLEANING													
General cleaning	✓										JJ		
Clean and buff hall floor		✓									JJ		
Clean windows internally				✓							JJ		
Clean windows externally				✓							PON		Potton Windows
Springclean kitchen cupboards							✓				JJ		
Deep clean kitchen S/S surfaces							✓				JJ		
Clean cooker hood grill							✓				JJ		
Dust internal roof trusses & beams							✓				JJ	26/08/20	
Clean hall lighting diffusers								✓			ND	26/08/20	
Clean skylights inside & out								✓			ND		Contractor
Clean carpets									✓		JJ		
Clean curtains									✓		JJ		
MAINTENANCE													
Grounds													
Clear drains		✓									JJ		
Trim hedges & grass border				✓							CJ		
Maintain landscaping to planning cond.							✓				CJ		
Assess car park condition							✓				CJ		
Inspect grounds							✓				PGP		
Inspect notice board & refurbish as needed							✓				PGP		
Inspect fences & sched. repair as needed							✓				PGP	23/08/20	W.E. Parsons & Co Ltd.
Assesses external storage condition					✓						PON	23/08/20	
Inspect cctv									✓		ND		
Inspect drains if problem suspected										✓	PGP		

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Hall Exterior													
Clear litter	✓										ND	30/11/20	
Inspect building exterior							✓				PGP		
Maintain external doors								✓			ND	31/07/20	
Paint external woodwork									✓		ND	30/11/20	
Hall Interior													
Repolish hall floor						✓					JJ	27/01/20	
Check and assess stores							✓				JS		
Inspect inside user cupboards							✓				JS		
Check and clear out UVH cupboard							✓				JS		
Inspect building interior							✓				PGP		
Review all signage							✓				SC		
Repaint walls and woodwork									✓		PGP	25/08/20	
Survey underside of hall floor									✓		PGP		
Repaint ceilings and beams										✓	PGP		
Sand & reseal hall floor										✓	ND		
Hall Equipment													
Replace microphone batteries			✓								ND		
Clean PA amplifier							✓				PGP		
Inspect/Service boiler							✓				ND	10/10/20	KDE Ltd
Service fire extinguishers							✓				SC	10/01/21	Jackson (Fire & Security) Ltd
Test emergency lights							✓				SC	10/01/21	Jackson (Fire & Security) Ltd
PAT tests							✓				SC	10/01/21	Jackson (Fire & Security) Ltd
Replace fluorescent tubes in hall								✓			ND	26/08/20	
Check & certify electrical circuits									✓		PGP		

(1) The responsible party can be either the trustee that carries out the activity personally or the one responsible for organising a contractor or work party to do the job.

(2) Date to be done only recorded for activities with a frequency of yearly or longer

(3) Inspections carried out by trustees on a monthly rota