

## **Maintenance and Projects report for Trustees meeting date 25 Sept 23**

**This report covers the August shutdown work and work to date in September.**

### **August Maintenance and competent person testing**

Installation of smart 3 phase elec meter by Scottish Power. Working OK.

Installation of totalising gas meter for Potterton boiler by Barlows. Complete, agrees with fiscal meter. Boiler servicing, gas leakage test and test of gas emergency shutoff valve. This showed that new ignition electrodes and gaskets were required for the Worcester boilers, this remedial work has been carried out and certificates issued.

Main Hall Floor and carpets cleaning by Zero Dry Time. ZDT also cleaned the foyer and committee room carpets and the Craven Room floor.

Testing of fire alarms, emergency lighting (3 hour test) and fire extinguishers by Barlows (including replacing 4 powder and 2 foam extinguishers). Work completed.

Remedial works on FAs and ELs carried out by Barlows. This included replacing 12 ELs which did not survive the 3 hour test.

### **August Projects**

Installation of cavity wall insulation to building. Work completed and invoice paid.

Six additional smoke sensors were installed in the various user group cupboards.

An additional light was installed on the escape route from the AM east vestibule across the stage and into the main hall.

All the TADS round pin sockets were disconnected and removed as they were in contact with the curtains

All the extract fans and cooker hoods were cleaned and electrically tested. Two fans were found to be faulty and were replaced.

Fire stopping was carried out by TMUK in the boiler room and the nearby Parish and NCT stores.

New Carbon monoxide monitors were installed in the two boiler rooms.

### **September projects**

The TADs loft behind the stage has been compartmentalised by installing fire resistant plaster board onto the wall separating the loft from the stage. New fire doors have also been installed. TADs will install a new access ladder held in position by a catch. TADs will also install a platform to facilitate the removal of props from the loft. The sofa and chaise longue have been removed from the loft.

Next week TMUK will provide a plumber to remove and cap off the redundant radiators at the back of the stage.

In October It is planned to have the stage curtains cleaned in situ.

### **Fire risk assessment report work.**

Trolleys have been provided in the main hall and Craven room to store the small tables. No items are now stored in the emergency exits.

Six main hall chairs were sent to SATRA for flammability testing and have met the correct standards.

All the curtains in the building have been found to comply with the current fire resistance standards.

### **Spacehive application**

A 4<sup>th</sup> round application has been submitted covering the replacement of several fire doors and the replacement of the committee room bench seating to comply with current fire resistance standards.

The application also covers 12 new chairs for the committee room, again to comply with current fire resistance standards.

### **Leasing of land to TPC for the new play area.**

The report has been received from BA Commercial and the fair rent has been assessed as £1.00 per year. The report has been forwarded to the TCC trustees and also to the Parish Council Clerk.

**Tony Yeates 23/9/2023**

