

## Maintenance and projects report for the year Nov 19 to Oct 20

This report covers the maintenance, fire and safety testing and repairs, improvements and projects sections of the annual accounts. The cost figures are rounded, and the fully audited figures can be found in the Treasurer's report.

### Maintenance

**Routine maintenance:** This amounted to £1994 versus a budget of £2082. The main items were the repair of a main hall radiator leak £72, replacement of the Strebel water pressure boost pump on the main hall heating system £249, replacement of a faulty security light at the SW emergency exit £132 and the repair of a security lighting fault in the Craven Room Area £406.

James Blackford and John Lloyd again provided an excellent building repair and decoration service at a cost of approx. £804 which is similar to the £790 spent in 2018-19. We extend our thanks to them both for the excellent support they have provided.

**Fire Alarm, Emergency Lighting and Fire extinguisher testing and repair by Barlows:** The cost of testing and repairs to the fire alarms, emergency lighting and fire extinguisher maintenance came to approx. £445 versus a budget of £1201. The total spent in year 2018-19 was £1757. The reduction in expenditure is largely due to fewer emergency lighting fittings replaced. Many of the old fluorescent units have now been replaced by modern LED units and all the external fittings on the west side of the building have been replaced as part of the roof project. Failures are now carefully tracked and some poor working practices have been addressed.

**Boiler and gas testing and repairs by Barlows:** Boiler maintenance and gas safety testing came to approx. £480 versus a budget of £500. No significant failures occurred during the year.

### Projects and improvements

**Roof replacement project:** The roof renewal was funded from our own reserves, donations from local organisations & individuals and grant applications to FCC Communities Foundation and other sources. The toilet refurbishment was funded from our own reserves and a grant application to The National Lottery Reaching Communities Fund.

The contract with Team Roundhouse was signed on 28<sup>th</sup> February 2020 and work started 18 May 2020.

**Weeks 1-3:** Team Roundhouse installed perimeter fencing around the site, positioned cabins, organised scaffolding erection and arranged delivery of a substantial amount of materials. We made the first interim payment of £22,508 on 5 June 2020.

**Weeks 4-5:** Team Roundhouse stripped most of the high roof of the old tiles, felt and insulation, quickly followed by the laying of new insulation, breathable felt, battens and most of the tiling. Importantly, no rafter or purlin deterioration was detected. We made the second interim payment of £27,000 26 June 2020.

**Weeks 6-7:** Team Roundhouse completed the high roof and worked on the small gable end and side roofs. Team Roundhouse also commenced work on the lower roof over the foyer area. As predicted through prior long-range examination, the central heating boiler chimney was found to be in poor condition. Team Roundhouse repointed the defective mortar at an additional cost of £1,380, the variation order being paid from our reserves. Team Roundhouse installed acoustic tiles on the ceiling of the main hall. We made the third interim payment of £21,103, covering the roof and the tiles, on 3 July 2020.

**Weeks 8-9:** Team Roundhouse completed the lower roof over the foyer area, and again no rafter or purlin deterioration was found. The opportunity was taken to remove two large redundant water tanks from the foyer loft at an additional cost of £493, funded from our reserves. Team Roundhouse started work on the soffits, bargeboards and lead flashing. We made the fourth interim payment of £17,400 on 17 July 2020.

**Weeks 10-11:** Team Roundhouse completed the lower roof over the foyer and installed the remaining new soffits, bargeboards and lead flashing. This required the electric cabling supplying the emergency and security lighting on the west side of the building to be re-routed at an additional cost of £1,020. We also found that the gutters on the west side of the building overflowed during heavy rain and requested Team Roundhouse to install an additional downpipe and drain connection at a cost of £1,440. Both these variation orders were funded from reserves. We made the fifth (and final) interim payment of £11,400 on 31 July 2020.

**Toilets renovation project:** Coincident with the roof project, Team Roundhouse carried out the renovation of the toilets, the work being covered by interim payments of £9,952 on 19 June, £9,952 on 26 June and a final payment of £7,254 on 10 July. These costs were met by a grant from The National Lottery Reaching Communities Fund. The only variation order related to automating the switching of the toilet lights using movement sensors at a cost of £918 which we financed from our reserves.

**Refurbishment of the Arthur Meredith room external steps:** Towards the end of the roof and toilets projects, it was decided to renovate the external metal staircase on the east side of the building as this was heavily corroded. Team Roundhouse organised the removal of the existing staircase which was grit blasted, galvanised and reinstalled at a cost of £4,728. We financed this cost from our reserves. During the roof and toilets work a number of minor variations totalling £494 were also paid from our reserves.

**Conclusions:** We are pleased to say that the work carried out by Team Roundhouse was of good quality and the relationship with the contractor was excellent. Site supervision was first class, ensuring that no accidents or safety issues occurred. Only two half days were lost due to inclement weather, and even this time was usefully spent moving materials. The payment amounts here stated exclude 2.5% retention which was paid on practical completion and a further 2.5% retention which will be paid on 29 January 21 following rectification of any faults which may arise. We have received the Building Control certificate from Cheshire West Council and have notified the Insurers of completion of the works.

**Adaptation of the building to a COVID secure basis:** To prepare for re-opening in Sept following the end of the first lockdown, a risk assessment was carried out and procedures for Trustees and Users written. The capacities of the main hall and Craven room were reduced to provide socially distanced seating. The new seat positions marked on the floor with tape. Twenty one new hard seat chairs were purchased to make a total of 60 such chairs, and all the soft seat chairs put into storage in the out of use Arthur Meredith room. Sanitiser stations were positioned throughout the building together with COVID precaution signage. "One-way" systems were marked with arrows on the floor. All the kitchens and some of the toilets were taken out of service. COVID patient treatment rooms were set up in the Committee Room and Craven Room kitchen. These measures cost a total of £2471.

Tony Yeates

Trustee i/c of maintenance and projects

23 Jan 2020