

REFURBISHMENT OF HALLS ACTION PLAN

9,693 Cost to date

Item 13

HALL	ITEM	Cost £	Status	Who
FH	Redecoration of Main Hall	1,542	In progress	Martin
FH	LED Lighting - all halls	2,621	Done	Martin
FH	Glass for Heritage Area Table	316	In progress	Martin
FH	Refurbishment of Main Hall Bar Area	1,243	In progress	Martin
FH	External paint work	765	In progress	Martin
FH	Refurbishment of Main Hall Floor	2,486	Quote obtained	Mick/Bob
FH	Repaint radiators in Main Hall		Caretaker?	Mick
FH	Replace lino floor at back of hall and in bar area		To get quote	Janet
FH	Create community area in Main Hall entrance, notice board, leaflets etc		To Spec	Janet
FH	Protection around boiler/switches in entrance hall storage area		Caretaker	Pete
FH	1st Floor Toilet - to replace carpet with lino		To get quote	Janet
FH	Main Hall 100 light blue chairs in poor condition: Propose: Move 50 red chairs in EW room to Main Hall Keep 23 red chairs in Reynolds Room Get 30 light blue chairs recovered for EW Room Store/scrap other 70 light blue chairs Need audit of light blue chair condition	720	Quote obtained - recover 30 light blue chairs Janet	Janet
FH	Clean/shampoo chairs		To spec	Janet
FH	New Projection/TV display in FH Main Hall		To get quote	Pet
FH	Is PA system linked to Projection system? Consider mobile PA system for use at other halls? Need to get loop hearing system, wireless system		To investigate	Pet
FH	Paint/renovate wooden stage boxes in Main Hall		To Spec	Janet
FH	Kitchen Fridge on same switch as water heater - to resolve		To get quote	Martin
FH	New fridge in main kitchen		Not priority	
FH	Need microwave in main kitchen		Not priority	
FH	Repainting of toilets (Grd & 1st Floor) Spec other toilet improvements		Caretaker Caretaker	Helen
FH	Fedden Room - repaint - investigate damp in Fedden Room		To get quote	Martin
FH	Feden Room - fix radiator (cold in winter) - source of damp		To get quote	Pet
FH	Fedden Room - new carpet/lino/hard floor		To get quote	Janet
FH	Reynolds Room - Repaint		To get quote	Martin
FH	Reynolds Room - new carpet/lino/hard floor		To get quote	Janet
FH	Reynolds Room - TV display on end wall for presentations (Freemans) Bluetooth/wireless connection for diplay		To get quote	Janet
FH	Reynolds Room - Draft proof fire escape door		Caretaker	Mick
FH	Eve Wigger Room - new carpet? Does not look to bad		Not priority	
FH	Block up 2nd door into Archiv Room to increase storage area.		Not priority	
FH	Recycling solution needs to be found		To spec	Pet

Redcliffe Bay Hall

RBH	100 Chairs all in good condition - how many do we need?			Roger
RBH	Lino to replace carpet in entrance hall		Not priority	Janet
RBH	Repaint entranch hall (walls & woodwork)		To spec	Roger
RBH	Larger notice board outside		Not priority	
RBH	Replace lights in entrance hall & toilets with LED (15 lights)		To spec	Martin
RBH	Refurb, Repolish floor in main hall (revarnish/polish)		Not priority	Pet
RBH	Paint plywood boards - re new lights		Caretaker	Roger
RBH	Repaint main hall		Not priority	
RBH	Repaint doors/radiators		Caretaker	Roger
RBH	Repair sticking emergency exit door		Caretaker	Roger
RBH	More modern pictures on walls		Not priority	Janet
RBH	Needs new cooker (does not cook properly)		To spec	Janet
RBH	Needs new microwave		To spec	Janet
RBH	Repaint toilets		Caretaker	Roger
RBH	New toilet seats needed (3)		To spec	Pet
RBH	New lever taps needed in Mens toilets		To spec	Pet
RBH	New toilet tissue dispensers needed		To spec	Pet
RBH	Update signs for toilets and no smoking - new signs		To spec	Roger

RBH	Recycling solution needs to be found - see notes on survey		To spec	Pet
RBH	Outside repainting		Not priority	
RBH	External weeding, leaf clearing - Town Orderly		Town Orderly	Bob

North Weston Hall

NWH	40 cloth chairs, 24 leather, 5 plastic - the 40 cloth need replacing. Cira 30 chairs are needed - to find solution		To spec	Janet
NWH	Entrance Hall Clean/Shampoo carpet		Caretaker	Margaret
NWH	Entrance Hall Repaint		Caretaker	Margaret
NWH	Main entrance door needs attention/repair		To spec	Margaret
NWH	Upgrade to larger notice board/locks are stiff (service)		Not priority	
NWH	Main Hall repainting		To spec	Martin
NWH	Velux window to clean & mend		To get quote	Pet
NWH	Need a microwave (none at present)		To spec	Pet
NWH	Mens toilet urinal always smells, flushing mechanism not working - fix or Investigate waterless system/sanitation for them		To spec	Pet
NWH	Recycling solution needs to be found		To spec	Pet
NWH	Need emergency lighting test book		To purchase	Pet
NWH	Need upto date COSHH sheet for products (cleaning products?)		To spec	Margaret