

**REFURBISHMENT OF HALLS ACTION PLAN @ 2 July 2020**

Item 9

		Totals	5,746	Budget	18,000
HALL	ITEM	Quoted £	Approved £	9,229	14,975
<b>Folk Hall</b>					
FH	Redecoration of Main Hall			1,492	Done
FH	LED Lighting - all halls (not Folk Hall Main Hall)			2,322	Done
FH	LED Lighting - Folk Hall Main Hall (non-dimable, LED Panels)	1,390			Quoted
FH	Glass for Heritage Area Table - Gordano Society to make contribution			316	Delivered
FH	Boards for timeline pictures - Foamex Boards 50xA3	500			Quoted
FH	Refurbishment of Main Hall Bar Area - Total Carpentry 1 July To organise new shelves at back of bar - paint in the gray New paper towel dispenser - Move old one to Staff Toilet			1,243	In progress Done Ordered
FH	External paint work - Future Services			695	Done
FH	Refurbishment of Main Hall Floor - 6 July by Floor Blimey			2,486	In progress
FH	Repaint radiators in Main Hall - in walls emulsion			0	Done
FH	Replace lino floor at back of hall and in bar area and 1st floor toilet	1,340			Quoted
FH	Create community area in Main Hall entrance, notice board, leaflets etc				To Spec
FH	Protection around boiler/switches in entrance hall storage area			0	Done
FH	Replace toilet seat in 1st Floor Loo, need one with a lid			10	Done
FH	Main Hall Light Blue chairs cleaned 60 OK, 40 poor condition (ripped) <b>Recover 12 light blue chairs for use in Heritage Area</b> <b>Recover 20 light blue chairs for use in Reynolds Room (capacity 20)</b> Reduce Red Chairs in EW Room from 50 to 35 (capacity 35) Move 30 Red Chairs to North Weston Hall 9 Spare Red chairs for general use	768			Quoted
FH	Clean/shampoo chairs & carpets			40	Done
FH	New Projector in Main Hall Get rid of one of the projection screens - relocate to NWH?				To Spec
FH	Consider upgrade of PA system, additional wireless Mic To repair loop hearing system				To Spec
FH	Paint/renovate wooden stage boxes in Main Hall			0	Done
FH	Kitchen Fridge on same switch as water heater - to resolve				To Spec
FH	New fridge in main kitchen				Not priority
FH	Microwave in main kitchen (none currently)	50			Quoted
FH	Repainting of toilets (Grd & 1st Floor) - white washable emulsion			0	Done
FH	Fedden Room - Repaint 6 & 7 July			250	In Progress
FH	Feden Room Cold - radiator working but linked to Hall Heating circuit TGR to fit new thermostatic valve to radiator Damp on outside wall to investigate				Done To quote Not priority
FH	Fedden Room - new carpet/lino/hard floor - clean for time being				Not priority
FH	Reynolds Room - Repaint 6 & 7 July			250	In Progress
FH	Reynolds Room - new carpet/lino/hard floor - clean for time being	520			Quoted
FH	Reynolds Room - TV 55-60 Inch display on end wall for presentations Would enable use for video conferencing	500			Quoted
FH	Reynolds Room - Fire Escape closure broken, to renew & draft proof Screwfix quote £48.99 + need draft proofing	50			Quoted
FH	Eve Wigger Room - new carpet? Does not look to bad				Not priority
FH	Eve Wigger Room - draft proofing on fire escape door			0	Quoted
FH	Block up 2nd door into Archive Room to increase storage area.				Not priority
FH	Remove RADAR key lock on disabled toilet				To Spec
FH	Add names of last 2 Chairman to board on Main Hall Wall				To Spec
FH	Refurbish FOLK HALL letters above main hall entrance door			10	Done
FH	Recycling solution needs to be found				To Spec
FH	Larger Community Notice Board on front left wall				To Spec
<b>Redcliffe Bay Hall</b>					
RBH	100 Chairs all in good condition - to shampoo all chairs			0	Done
RBH	Lino to replace carpet in entrance hall				To Spec

RBH	Repaint entrance hall (walls & woodwork) - Dulux Once		15	In progress
RBH	Larger notice board outside			Not priority
RBH	Replace lights in entrance hall & toilets with LED (15 lights)			Not priority
RBH	Refurb, Repolish floor in main hall (revarnish/polish)			To Spec
RBH	Paint plywood boards - re new lights			Done
RBH	Repaint main hall			Not priority
RBH	Repaint doors/radiators - with Dulux Once			In progress
RBH	Repair sticking emergency exit door, RR - mechanical problem			To Spec
RBH	More modern pictures on walls			Not priority
RBH	Needs new cooker (does not cook properly)	528		Quoted
RBH	Needs new microwave	50		Quoted
RBH	New toilet seats needed (3)		30	Done
RBH	New taps needed in Mens toilets			To Spec
RBH	New toilet tissue dispensers needed - 3 , 2 LADIES/1 MENS		50	Ordered
RBH	Update signs for toilets and no smoking - new signs		20	Done
RBH	Recycling solution needs to be found - Metal Box outside can be used			To Spec
RBH	Outside repainting			Not priority
RBH	External weeding, leaf clearing - Town Orderly			Town Orderly
RBH	Installation of Wifi			To Spec
<b>North Weston Hall</b>				
NWH	40 cloth chairs, 24 leather, 5 plastic - all in poor condition Move 30 Red Chairs from Folk Hall & dispose of all existing chairs		0	In Progress
NWH	Clean outside front of hall, window, entrance door area and weeds etc.		0	In Progress
NWH	Entrance Hall Clean/Shampoo carpet		0	In Progress
NWH	Entrance Hall Repaint - light grey emulsion as per Folk Hall		0	In Progress
NWH	Main entrance door needs attention/repair			To Spec
NWH	Upgrade to larger notice board/locks are stiff (service)			To Spec
NWH	Main Hall repainting			Not priority
NWH	Velux window to clean & mend			To Spec
NWH	Need a microwave (none at present)	50		Quoted
NWH	Mens toilet urinal always smells, flushing mechanism not working			To Spec
NWH	Recycling solution needs to be found			To Spec
NWH	Need emergency lighting test book			To Spec
NWH	Need upto date COSHH sheet for cleaning products			In Progress
NWH	Need new hand towel dispensers/hand dryers			To Spec
NWH	Installation of Wifi			To Spec