AUDLEM PUBLIC HALL

(Registered Charity 519458)

BUILDINGS MAINTENANCE

GENERAL INFORMATION

a) The log book should be kept in a secure place and be accessible to visiting contractors.

b) This log book should record all requests for Contractors/Surveyors to carry out works and be available for inspection as and when requested. It should also detail all repairs and maintenance defects relating to building works, mechanical and electrical services.

c) If a contractor removes from site any item for replacement/repair, this should be recorded on the log sheet, In this respect log sheet(s) will act as a receipt for equipment or plant removed from the premises and the entry will be so endorsed when plant is returned or replaced.

d) The appointed person (usually the Chairman) should ensure as far as possible, that contractors complete the correct page(s) in the log book.

e) This book may also be used to record tests carried out by premises staff i.e. monthly smoke or emergency lighting checks.

AUDLEM PUBLIC HALL
MAINTENANCE LOG

Date	Work undertaken	Contractor	Notes

AUDLEM PUBLIC HALL
MONTHLY CHECK LIST

Date	First Aid Box	Smoke Alarms	Emergency Lighting	Water	Responsible Person Signature

AUDLEM PUBLIC HALL
LIST OF CONTRACTORS

	Contractor	Telephone
Cyclical Contractors		
Smoke Alarm	M.Sykes	07970 733785
Emergency Lighting	M.Sykes	07970 733785
PAT	M.Sykes	07970 733785
Heating	Stevens Heating	01270 811883
Emergency Repairs		
Building	A.Sumner	01270 211249
	W.Baxter	01270 811370
Electrical	M.Sykes	07970 733785
Miscellaneous		
Building	A.Sumner	01270 211249
	W.Baxter	01270 811370
Decorating	Bedson Maher	01270 253805
Heating Oil	D.A.Roberts	01948 662762