

## **Battle Town Council Finance & General Purposes Committee**

### **Almonry Maintenance & Management Programme**

Procedures will comply with all relevant health and safety at work legislation. All maintenance to be undertaken in accordance with the listed building status of the Almonry.

The committee will seek to raise and maintain the awareness and understanding of the relevant legislation relevant to the management programme for all staff.

The Committee will endeavour to manage the building and surroundings in a way that is **efficient, effective, economical and environmentally friendly** as practical.

#### **Main building & Communal areas**

##### **Access**

All doors and locks to be monitored on a daily basis Monday to Friday with any issues being reported to the Town Clerk on discovery

Emergency exit doors to be unlocked during hire periods with any issues being reported to the Town Clerk on discovery

All internal doors to be closed when premises are empty

Council office to be locked when not in use and alarmed when staff are not on site. Clerk's office to be kept locked.

Hirers requiring access outside of Almonry opening times will sign for keys, register to be kept by the Assistant to Town Clerk

##### **Maintenance**

Action plan for routine maintenance and decoration to be considered with budget setting in October. Approvals to be in line with financial regulations.

Emergency repairs to be authorised by Town Clerk and undertaken as necessary. If possible work to be undertaken by BTC staff, alternatively a specialist contractor using appropriate materials as necessary. All repairs to be authorised in line with financial regulations and listed building regulations.

Light bulbs to be replaced as required

Inspection of ALL electrical items (PAT testing) to be carried out by external contractor in May. Tenants to be invited to access this testing. Any tenant not wishing to be included must arrange appropriate assessment of electrical items.

Inspection of fire alarms to be carried by external contractor out in June

Inspection of fire extinguishers by external contractor November

All communal areas to be cleaned daily (see cleaning specification below)

##### **Utilities**

The Town Council is responsible for all gas, electricity and water supplies and gas safety certification.

Telecommunications and internet are the individual responsibility of suite tenants.

## **Health & Safety**

Fire alarm points to be checked by Asst to Town Clerk weekly and recorded accordingly.

Inspections of fire alarms, burglar alarms and PAT electrical testing will be completed annually by external contractors appointed by the Council.

Tenants are invited to have electrical items tested along with the Council. Alternatively, testing must be arranged on an annual basis.

In the event of any emergency, during office hours, the Town Clerk (or ATC in TC absence) is responsible for contacting emergency services and takes responsibility as fire warden.

Regular fire evacuation practice to be undertaken. The fire evacuation point is the footpath at entrance of Rue de Bayeux (opposite the Almonry).

Any emergency arising outside office hours becomes the responsibility of the tenant or hirer finding the emergency. Any issues to be reported to the Town Clerk, or Deputy Town Clerk and Asst to Town Clerk in the absence of the Town Clerk, as soon as possible.

All COSHH regulations to be met and maintained. Annual review of COSHH register to be undertaken February.

In the event of adverse weather the condition of the paths and entrances will be monitored. Access will be maintained via the side gate but the double gates and gardens will be closed where there is a risk due to snow and/or ice.

Grounds maintenance staff will clear snow from the entrance steps and apply salt or grit as appropriate.

Wet floor signs will be placed in entrances as required.

## **Offices @ February 2021**

**Suite 1 – Battle Town Council and Rother District Council**

**Suite 2 – vacant**

**Suite 3 – Meeting room**

**Suite 4 – vacant**

**Suite 5 – vacant**

**Suite 6 – Hazaar Of London**

**Suite 7 – Michael Cresswell Taylor**

**Suite 8 – Battle Town Council**

All offices (except suite 2) will be cleaned in accordance with cleaning specification

Any issue with electrical or heating fittings or fabric of the building to be reported to the Town Clerk on discovery. Any necessary repairs will be carried out by Town Council staff or suitably qualified contractor as required

## **Routine cleaning schedule – Monday to Friday unless otherwise stated**

**Appropriate cleaning products for each surface to be used; environmentally friendly wherever possible.**

Communal kitchen areas –	All work surfaces, sinks & floors to be cleaned with appropriate cleaning products daily Rubbish bins to be emptied daily
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Communal toilet areas –	<p>Toilets, basins &amp; floors to be cleaned with appropriate cleaning products daily</p> <p>Toilet roll and hand towel stocks to be maintained daily</p> <p>Rubbish bins to be emptied daily</p> <p>Sanitary bins to be emptied monthly by external contractor</p>
Reception area -	<p>All surfaces to be cleaned with appropriate cleaning products daily</p> <p>Panelling to be cleaned with appropriate cleaning products as necessary</p>
Hallways, corridors & staircase	<p>Floors to be vacuumed daily</p> <p>Window sills and surfaces to be dusted weekly</p> <p>Wall panels &amp; pictures to be dusted monthly</p> <p>Stair banisters to be dusted monthly</p>
Meeting room (suite 3)-	<p>Floors to vacuumed as required</p> <p>Tables to be dusted weekly</p> <p>Window sills and surfaces to be dusted weekly</p> <p>Chairs to be dusted monthly</p> <p>Wall panels &amp; pictures to dusted monthly</p> <p>Fire place to be checked &amp; cleared of cobwebs bi monthly</p>
<b>Suites -</b>	
Suite 1 - BTC & RDC	<p>Rubbish bins to be emptied daily</p> <p>Floors to be vacuumed on alternate days or as required</p> <p>Window sills and surfaces to be dusted alternate days</p> <p>Desks, exposed areas only &amp; telephones to be dusted alternate days</p> <p>Computer screens to be wiped with appropriate cleaning product weekly</p> <p>Fire place to be checked and cleared of cobwebs as required</p> <p>Chairs to be dusted monthly</p>
Suite 4 -	<p>Rubbish bins to be emptied daily</p> <p>Floors to be vacuumed on alternate days</p> <p>Desks, exposed areas only, and window sills to dusted alternate days</p>
Suite 5 –	<p>Rubbish bins to be emptied daily</p> <p>Floors to be vacuumed on alternate days</p>
Suite 6 – Hazar of London	<p>Rubbish bins to be emptied daily</p> <p>Floors to be vacuumed on alternate days</p>
Suite 7 - Michael Cresswell Taylor	<p>All tasks required once a week only</p> <p>Rubbish bins to be emptied</p> <p>Desks &amp; surfaces, exposed areas only, to be dusted</p>
Suite 8 – BTC	<p>Floors to be vacuumed as required</p> <p>Rubbish bins to be emptied daily</p> <p>Window sills, desk and surfaces to be dusted alternate days</p> <p>Chairs to be dusted monthly</p>

**Annual deep clean** All communal areas to be deep cleaned to include (but not restricted to) wiping down of all walls; polishing of wood panelling & stair spindles; cupboards to be emptied and wiped using appropriate cleaning materials. Deep cleaning of tenanted suites to be arranged with individual tenants, dependent on their requirements.

**Window cleaning** External window cleaning to be undertaken by external contractor quarterly  
Internal window cleaning of suites and communal areas to be undertaken by external contractor quarterly

**Decoration** Leased suites to be decorated in accordance with the lease terms.  
  
Council & Clerk's Office to be decorated every 5 years  
  
Communal areas – to include Council meeting room both kitchens and bathrooms, to be decorated every 3 years (from 2017)

## **Almonry Gardens**

### **Entrance gates**

Action plan for routine maintenance and decoration to be considered with budget setting in October.  
Approvals to be in line with financial regulations.

### **Grass**

Mow fortnightly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk

### **Footpaths**

Inspect annually between April and September and repair any pathways deemed to be dangerous or which pose a potential hazard

### **Walls and fences**

Monthly inspection for vegetation growth

Action plan for routine maintenance and decoration to be considered with budget setting in October.  
Approvals to be in line with financial regulations.

### **Courtyard**

Action plan for routine maintenance and decoration to be considered with budget setting in October.  
Approvals to be in line with financial regulations.

### **Cultivated areas**

Planted and tended by Beautiful Battle, budget considered in October

### **Arbour and potting shed**

Action plan for routine maintenance and decoration to be considered with budget setting in October.  
Approvals to be in line with financial regulations.

In the event of adverse weather conditions, including heavy rainfall, high winds or snow/ice the condition of the footpaths will be monitored and the access gate will remain locked to ensure health & safety considerations are met.