

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 qualified contractor. 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 ATC 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 as soon as possible.

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

Offices @ February ~~2019~~ 2021

Suite 1 – Battle Town Council and Rother District Council

Suite 2 – Joy the Barber vacant

Suite 3 – Meeting room

Suite 4 – Nicol Design vacant

Suite 5 – Keith Winton Design 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

Communal kitchen areas –	All work surfaces, sinks & floors to be cleaned with appropriate cleaning products daily Rubbish bins to be emptied daily
Communal toilet areas –	Toilets, basins & floors to be cleaned with appropriate cleaning products daily Toilet roll and hand towel stocks to be maintained daily Rubbish bins to be emptied daily Sanitary bins to be emptied monthly by external contractor

Hallways, corridors & staircase	Floors to be vacuumed daily Window sills and surfaces to be dusted weekly Wall panels & pictures to be dusted monthly Stair banisters to be dusted monthly
Meeting room (suite 3)-	Floors to vacuumed as required Tables to be dusted weekly Window sills and surfaces to be dusted weekly Chairs to be dusted monthly Wall panels & pictures to dusted monthly Fire place to be checked & cleared of cobwebs bi monthly
Suites -	
Suite 1 - BTC & RDC	Rubbish bins to be emptied daily Floors to be vacuumed on alternate days or as required Window sills and surfaces to be dusted alternate days Desks, exposed areas only & telephones to be dusted alternate days Computer screens to be wiped with appropriate cleaning product weekly Fire place to be checked and cleared of cobwebs as required Chairs to be dusted monthly
Suite 4 - Nicol Design	Rubbish bins to be emptied daily Floors to be vacuumed on alternate days Desks, exposed areas only, and window sills to dusted alternate days
Suite 5 – Keith Winton Design	Rubbish bins to be emptied daily Floors to be vacuumed on alternate days
Suite 6 – Hazar of London	Rubbish bins to be emptied daily Floors to be vacuumed on alternate days
Suite 7 - Michael Cresswell Taylor	All tasks required once a week only Rubbish bins to be emptied Desks & surfaces, exposed areas only, to be dusted
Suite 8 – BTC	Floors to be vacuumed as required Rubbish bins to be emptied daily Window sills, desk and surfaces to be dusted alternate days Chairs to be dusted monthly
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

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.