

Current Status	Officer/Staff member delegated	Location	Observation	Date added/Reported	Reported by	Recommendation	Urgency	Date last maintained	Date due	Completed or Reoccurring	Notes	Anticipated Budget Cost 2023.24	Quote Requested	Quote Requested	Quote Requested	Expenditure authorisation - Town Clerk (TC) - delegated authority upto £2000 (if funds available within budget) or FGP £2,000 upto £5,000 or Full Council (FC) over £5,000 (as per Financial Regulations)
													Contractor 1	Contractor 2	Contractor 3	
Building Maintenance Schedule - South Road - Hythe Town Council																
Outstanding Maintenance																
Obtaining Quotes	Admin - KS	Accessible WC	Extract fan apparently only operates when light operating to uni-sex WC	04.10.22	Collier Stevens	Resolve operational problem with extract fan	High			O/S	Property Reapirs and Maintenance Budget Cost Centre	£300.00				TC
Obtaining Quotes	Admin - KS	Accessible WC	Decorations wearing	04.10.22	Collier Stevens	Consider regular programme of redecoration say 5 yearly.	Low			O/S	Property Reapirs and Maintenance Budget Cost Centre	£400.00				TC
Obtaining Quotes	Admin - KS	Away Room One	Vinyl flooring to shower upstanding corners, lifting and requires redressing.	04.10.22	Collier Stevens	Redress and seat flooring	High			O/S	Property Reapirs and Maintenance Budget Cost Centre	£300.00				TC
Obtaining Quotes	Admin - KS	Away Room Two	Edge strip to cladding pulling away	04.10.22	Collier Stevens	Repair cladding	High			O/S	Property Reapirs and Maintenance Budget Cost Centre	£300.00				TC
Obtaining Quotes	Admin - KS	Changing Room 3	Repair shower room ceiling following water damage	04.10.22	Collier Stevens		Low			O/S	No budget set - To obtain quotes					cost will determine delegatedauthorisation reqd
Obtaining Quotes	Admin - KS	Changing Room Corridor & Changing rooms Decorations wearing	Decorations wearing	04.10.22	Collier Stevens	Consider regular programme of redecoration say 3 yearly as areas get heavy wear in winter months	High	Aug-23		O/S	Property Reapirs and Maintenance Budget Cost Centre	£2,400.00				Report to FGP
Obtaining Quotes	Admin - KS	Changing rooms 3 and 4	Shower flood cover rising in areas	04.10.22	Collier Stevens		low			O/S						cost will determine delegatedauthorisation reqd
In action	Caretaker - Pavilion	Gents WC	Loose floor to upstands	04.10.22	Collier Stevens	Refix two areas of vinyl floor upstand.	High		Nov-22	O/S	Ask Caretaker to do this	£100.00		n/a	n/a	TC
In action	Caretaker - Pavilion	Gents WC	Decorations wearing	04.10.22	Collier Stevens	Consider regular programme of redecoration say 5 yearly.	Low			O/S	Ask Caretaker to do this	£400.00				TC
In action	Caretaker - Pavilion	Hot Water system	Replace blender valves	04.10.22	Collier Stevens	Plumbing contractor working on where problem lies in stages				O/S	Caretaker is monitoring progress in stages					TC
Obtaining Quotes	Admin - KS	Kitchen	Loose electrical sockets	04.10.22	Collier Stevens	Secure/refix one double socket outlet and spur point for hot cupboard	High			O/S	Property Reapirs and Maintenance Budget Cost Centre	£250.00				TC
In action	Caretaker - Pavilion	Kitchen	Mixer tap to sink loose	04.10.22	Collier Stevens	Repair/refix mixer tap	High		Dec-22	O/S	Disconnected, requires removal	£100.00		n/a	n/a	TC
In action	Caretaker - Pavilion	Ladies WC	Decorations wearing	04.10.22	Collier Stevens	Consider regular programme of redecoration say 5 yearly.	Low			O/S	Property Reapirs and Maintenance Budget Cost Centre	£400.00				TC
In action	Caretaker - Pavilion	Landing/Stair/Stairwell	Nosing's loose to lower treads	04.10.22	Collier Stevens	Secure nosing's	High		Nov-22	O/S	Property Reapirs and Maintenance Budget Cost Centre	£100.00		n/a	n/a	TC
Obtaining Quotes	Admin - KS	Tennis and Bowls	Disabled Access - accessible ramp required	04.10.22	Collier Stevens	Plan and collate quotes for disabled access	High			O/S	No budget set - To obtain quotes					cost will determine delegatedauthorisation reqd
Obtaining Quotes	Admin - KS	Tennis and Bowls	Hand Rail for steps to install, bowling access.	04.10.22	Collier Stevens	Quotes required.	High			O/S	No budget set - To obtain quotes					cost will determine delegatedauthorisation reqd
Obtaining Quotes	Admin - KS	Tennis and Bowls	Tennis posts x 10 - require replacing	02.09.22	T&B Senior Attdt	Vermont Square Tennis Posts I Net World Sports	Low		Apr-23	O/S	Not completed Reported by PF 19/06/23	£2,189.00				FGP
Obtaining Quotes	Admin - KS	Tennis and Bowls	Wood around gullies of bowls need maintenance/replacing	02.09.22	T&B Senior Attdt		Low			O/S	No budget set - To obtain quotes					cost will determine delegatedauthorisation reqd
Completed?	KS to check with FHDC	Tennis and Bowls	Brick construction in corner of bowls green that houses the old watering system needs removing	02.09.22	T&B Senior Attdt	FHDC aware - Passed to Grounds Maintenance team	Low			O/S						TC
Obtaining Quotes	Admin - KS	Tennis and Bowls	Hard courts losing gravel	02.09.22	T&B Senior Attdt	Require sealing? Need to obtain quotes	HIGH			O/S	Will need to go out to tender via Contracts Finder as over £25,000		£26,350.00			FC
Obtaining Quotes	Admin - KS	Tennis and Bowls	To currently irrigate the tennis and bowls courts a hosepipe has to be run from the centre of the playing field into the courts. This could be a trip hazard to the public and reduces the amount of irrigation that can be done during dry periods, such as this year. Could a pipe be run under ground and into courts to make this safer.	02.09.22	T&B Senior Attdt					O/S	No budget set - To obtain quotes					cost will determine delegatedauthorisation reqd
Obtaining Quotes	Admin - KS	Tennis and Bowls	The handle on the gate to the tennis court is faulty, needs fixing or replacing	19.06.23	T&B Senior Attdt					O/S	Property Reapirs and Maintenance Budget Cost Centre					cost will determine delegatedauthorisation reqd
Obtaining Quotes	Admin - KS	Tennis and Bowls	The deadlock on the stable door at the kiosk is broken (lock is still secure)	19.06.23	T&B Senior Attdt					O/S						cost will determine delegatedauthorisation reqd
	Town Sergeant - Sourcing	Football Pitches & Grounds	No Motorcycle signs	01.05.23	Caretaker					O/S	Property Reapirs and Maintenance Budget Cost Centre					TC
Obtaining Quotes	Admin - KS		Tap for washroom - keeps flooding	01.05.23	Caretaker					O/S	Property Reapirs and Maintenance Budget Cost Centre					TC
Obtaining Quotes	Admin - KS		markers on posts	01.05.23	Caretaker					O/S	Property Reapirs and Maintenance Budget Cost Centre					TC
Obtaining Quotes	Admin - KS		Reflective strips on barriers	01.05.23	Caretaker					O/S	Property Reapirs and Maintenance Budget Cost Centre					TC

Completed		Kitchen	Hot water vessels - descale and replace filter	04.10.22	Collier Stevens	As required Annually.	High	May-22	May-23	REOCC					
		Kitchen	Winder to window broken	04.10.22	Collier Stevens	Repair/replace window winder	Medium	Jul-22		COMPLETE					
Completed		Landing/Stair/Stairwell	Decorations wearing	04.10.22	Collier Stevens	Consider regular programme of redecoration say 5 yearly.	Low	Sep-22	Sep-27	REOCC					
		Landing/Stair/Stairwell	Secure/fix top of handrail where loose	04.10.22	Collier Stevens	Repair and secure handrail	High	Jul-22		COMPLETE					
Completed		Landing/Stair/Stairwell	Aluminium trim to risers and vinyl floor lifting.	04.10.22	Collier Stevens	Refix aluminium edge trim to landing and redress/rebed vinyl flooring where lifting. Recommend budget allowed for annual review and repair of this item say £300 per year.	High	May-22		REOCC					
		Rear Stairwell	Decorations wearing	04.10.22		10 year redecoration	Low	Sep-22	May-23 Sep-32	REOCC REOCC					
Completed		Services	Annual electrical test	04.10.22	Collier Stevens	Annually	High	Apr-23	Apr-24	REOCC					
		Signage	Check relevant signage is in place and up to date	04.10.22	Collier Stevens	As required	High	Aug-22	Apr-23	COMPLETE	T & B rates & OPENING TIMES				
Completed		West Elevation	Powder coating to extract grilles failing	04.10.22	Collier Stevens	Repair to powder coating on extract grills.	High	Sep-22		COMPLETE					
		West Elevation	Brackets and grilles rusting and failing	04.10.22	Collier Stevens	Replace steel brackets to boiler flues.Replace three number grills over light fittings.	High	Sep-22		COMPLETE					
Completed		Kiosk	Taps for kiosk running constantly	11.06.23	T&B Attns	Caretaker to stop running - new taps required	HIGH			COMPLETE					
		REGULAR WORKS TO BE CHECKED BY CARETAKER													
	Caretaker Pavilion	Kitchen	Test hood and gas isolators annually	04.10.22	Collier Stevens		High	Nov-21	Nov-22	completed	Gas not required, isolator off.	£150.00			TC
	Caretaker Pavilion	Audio/ Visual Box	Check connections and security	04.10.22	Collier Stevens	As required - Monthly	High	Jun-22	Oct-22	REOCC	Caretaker to check	-	n/a	n/a	TC
	Caretaker Pavilion	Car Park Post Padlocks	Lubricate – Check working	04.10.22	Collier Stevens	As required - 6monthly	Medium	May-20		REOCC	Caretaker to check - require shrouded?		n/a	n/a	TC
	Caretaker Pavilion	CCTV	Check screens live recording	n/a	L Hall	weekly checks made by caretaker	High			REOCC	Shrouded do not fit		n/a	n/a	n/a
	Caretaker Pavilion	External Doors	Lubricate hinges and locks	04.10.22	Collier Stevens	As required - 6 monthly	Low	Jun-22	Dec-22	REOCC	Caretaker to check	-	n/a	n/a	TC
	Admin - KS	Defibrillator	Check security of unit	04.10.22	Collier Stevens	on a regular basis	High	Mar-23							
										O/S	Regular service booked - ongoing	£189.00	n/a	n/a	TC
Please fill in last date completed	Caretaker Pavilion	Services	Drainage – allowance for jetting through and clearing given mud / soil washed through system form changing rooms	04.10.22	Collier Stevens	As required	High			O/S	Caretaker to organise				TC
	Admin - KS	Services	Annual gas safety test	04.10.22	Collier Stevens	Annually	High	Jun-22	Jun-23	REOCC	Annual Service Booked for 29/06/23	How much each year?			TC
Please fill in last date completed		Services	Lift inspection and maintenance	04.10.22	Collier Stevens	Quarterly inspection	High	Sep-22	Dec-22	REOCC		How much each year?			TC
	Admin - KS	Services	Legionella Testing as required	04.10.22	Collier Stevens	As required	High	Apr-23	Apr-24	REOCC		£44.50			