Current Status	Officer/Staff member delegated	Location	Observation	Date added/Reported	Reported by	Recommendation	Urgency	Date last maintained	Date due	Completed or Reoccuring	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	por r manoarragaatorio)
Building Maintenance Schedu	ule - South Road - Hythe Town Counc	il														
Outstanding Maintenance																
		Accessible WC	Extract fan apparently only operates when light			Resolve operational problem with extract fan					Property Reapirs and Maintenance					
Obtaining Quotes Obtaining Quotes	Admin - KS  Admin - KS	Accessible WC	operating to uni-sex WC Decorations wearing	04.10.22 04.10.22	Collier Stevens		Hlgh Low			O/S O/S	Budget Cost Centre  Property Reapirs and Maintenance Budget Cost Centre	£300.00 £400.00				тс
Obtaining Quotes	Admin - KS	Away Room One	Vinyl flooring to shower upstanding corners, lifting and requires redressing.	04.10.22	Collier Stevens	Consider regular programme of redecoration say 5 yearly.  Redress and seat flooring	High			0/5	Property Reapirs and Maintenance Budget Cost Centre	£300.00				тс
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				тс
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 In action	Admin - KS Caretaker - Pavilion	Changing rooms 3 and 4  Gents WC	Shower flood cover rising in areas  Loose floor to upstands	04.10.22 04.10.22	Collier Stevens Collier Stevens	Refix two areas of vinyl floor upstand.	low High		Nov-22	O/S O/S	Ask Caretaker to do this	£100.00		n/a	n/a	cost will determine delegatedauthorisation reqd
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				тс
In action	Caretaker - Pavilion	Hot Water system	Replace blender valves	04.10.22	Collier Stevens	Plumbing contractor working on where problem lies in stages  Secure/refix one double socket outlet and spur point for hot				O/S	Caretaker is monitoring progress in stages  Property Reapirs and Maintenance					тс
Obtaining Quotes In action	Admin - KS Caretaker - Pavilion	Kitchen Kitchen	Loose electrical sockets Mixer tap to sink loose	04.10.22 04.10.22	Collier Stevens Collier Stevens		High High		Dec-22	O/S O/S	Budget Cost Centre  Disconnected, requires removal	£250.00 £100.00		n/a	n/a	TC TC
In action	Caretaker - Pavilion	Ladies WC	Decorations wearing	04.10.22		Consider regular programme of redecoration say 5 yearly.	Low			O/S	Property Reapirs and Maintenance Budget Cost Centre	£400.00				тс
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	тс
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		Quotes required.	High			O/S	No budget set - To obtain quotes  Not completed Reported by PF					cost will determine delegatedauthorisation reqd
Obtaining Quotes	Admin - KS	Tennis and Bowls	Tennis posts x 10 - require replacing Wood around gullys of bowls need	02.09.22		Vermont Square Tennis Posts   Net World Sports	Low		Apr-23	O/S	19/06/23	£2,189.00				FGP
Obtaining Quotes	Admin - KS	Tennis and Bowls	maintenance/replacing  Brick construction in corner of bowls green	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	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	Will need to go out to tender via					тс
Obtaining Quotes	Admin - KS	Tennis and Bowls	Hard courts loosing gravel	02.09.22	T&B Senior Attdt	Require sealing? Need to obtain quotes	HIGH			O/S	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 trigation 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					тс
Obtaining Quotes	Admin - KS		Tap for washroom - keeps flooding	01.05.23	Caretaker					O/S	Property Reapirs and Maintenance Budget Cost Centre Property Reapirs and Maintenance					TC
Obtaining Quotes	Admin - KS		markers on posts	01.05.23	Caretaker					O/S	Budget Cost Centre Property Reapirs and Maintenance					тс
Obtaining Quotes	Admin - KS		Reflective strips on barriers	01.05.23	Caretaker					0/\$	Budget Cost Centre Property Reapirs and Maintenance					TC TC
Ordering Obtaining Quotes	Admin - KS  Admin - KS		Height restriction sign  Ceiling Changing rooms requires attentions	01.05.23 01.05.23	Caretaker Caretaker					0/S	Budget Cost Centre  Property Reapirs and Maintenance Budget Cost Centre					тс
Obtaining Quotes	Admin - KS		Hotplate isolating switch requires attention	01.05.23	Caretaker					O/S	Property Reapirs and Maintenance Budget Cost Centre					тс
Obtaining Quotes	Admin - KS		Kickboard clubroom door requires attention	01.05.23	Caretaker					O/S	Property Reapirs and Maintenance Budget Cost Centre					тс
Obtaining Quotes	Admin - KS	Club room storage cupboards	Replace pipe lagging	18.06.23	caretaker					O/S	Property Reapirs and Maintenance Budget Cost Centre Property Reapirs and Maintenance					тс
Obtaining Quotes	Admin - KS	W/C men's upstairs	Replace pipe lagging	18.06.23	Caretaker					O/S	Budget Cost Centre  Property Reapirs and Maintenance					тс
Obtaining Quotes	Admin - KS	Kitchen cutlery tray	Require cover lids	18.06.23	Caretaker					O/S	Budget Cost Centre Property Reapirs and Maintenance					TC
Obtaining Quotes	Admin - KS	Pavilion lobby	Window winder handle broken replace	18.06.23	Caretaker	1			1	O/S	Budget Cost Centre					TC
		CONTRACTS AWARDED - AWAITING														
		COMPLETION									Tota	£7,239.00				
		None at present 23.06.23														
						1										
		COMPLETED WORKS														
Completed Completed		All Changing Rooms Balcony	Deep clean required Handrail to balustrade wearing	04.10.22 04.10.22		Deep clean changing rooms Annually Prepare and decorate. 5 yearly programme	Medium Hlgh	Aug-22 Feb-20	Aug-23 Feb-25	REOCC REOCC		7				
Completed		Boot Scraper Club Room	Check conditions of brush and replace when required	04.10.22 04.10.22	Collier Stevens		Low	Jul-22	Aug 26	COMPLETE		_				
Completed Completed		Club Room Club Room	Decorations wearing Screen Doors	04.10.22	Collier Stevens	Consider 5 yearly programme  Lubricate and maintain - two yearly  Further investigation and reseating/partial replacement of	Low Medium	Aug-21 Jan-21	Aug-26 Jan-23	REOCC						
Completed		Club Room	Draught through screen doors	04.10.22		brush seals at head  Replace steel brackets to boiler flues. Replace three	High	Aug-22 Sep-22		COMPLETE	_					
Completed Completed		East Elevation East Elevation	Brackets and grilles rusting and failing Powder coating to extract grilles failing	04.10.22 04.10.22	Collier Stevens Collier Stevens	number grills over light fittings. Repair to powder coating on extract grills.	Hlgh High	Sep-22 Sep-22		COMPLETE COMPLETE		_				
Completed Completed		Electric Windows (Clubroom) External Doors	Clean and lubricate mechanisms Rusted and failing	04.10.22 04.10.22	Collier Stevens	As required - Annually Urgent replacement required	Medium High	Jul-22 Aug-20	Jul-23	REOCC COMPLETE						
Completed		Exterior Vents	Check working and free from debris etc	04.10.22	Collier Stevens	As required – Annually	High	Jun-22	Jun-23	REOCC REOCC		£195.00				
Completed Completed		Front Auto Door Front elevation	Lubricate – Check working Render deteriorating	04.10.22 04.10.22		As required - Annually High level access and render repairs required. Redecorate render panel when high level access provided	Medium Medium	Apr-23 Sep-22	Apr-24	COMPLETE		135.00				
Completed		Front elevation	Decorations to render panel will require maintenance	04.10.22	Collier Stevens	(included above). Allow for seven yearly decoration programme for this item	Medium	Sep-22	Sep-29	REOCC						
Completed		Ground Floor Lobby	Decorations wearing	04.10.22		Consider regular programme of redecoration say 5 yearly. Cost included in stainwell above	Low	Sep-22	Sep-27	REOCC						
Completed		Gutters	Clear all gutters of plant growth and debris	04.10.22	Collier Stevens	Annually	High	Oct-22	Sep-23	REOCC		£300.00				
Completed		Kitchen	Equipment	04.10.22	Collier Stevens	Clear down Caterlux hot tray	High	Aug-21		COMPLETE						1

Completed		Kitchen	Hot water vessels - descale and replace filter	04.10.22	Collier Stevens	As required Annually.	High	May-22	May-23	REOCC		1				
Completed		Kitchen	Winder to window broken	04.10.22		Repair/replace window winder	Medium	Jul-22	May-23	COMPLETE		-				
Compared							modalii					-				-
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						
Completed		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.	Hlgh	May-22	May-23	REOCC						
Completed		Rear Stairwell	Decorations wearing	04.10.22	Collier Stevens	10 year redecoration	Low	Sep-22	Sep-32	REOCC		-				
Completed			•		•	•					=					-
Completed		Services	Annual electrical test	04.10.22	Collier Stevens	Annually	High	Apr-23	Apr-24	REOCC		_				
Completed		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.	Hlgh	Sep-22		COMPLETE						
Completed		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						
		Kiosk	Taps for kiosk running constantly	11.06.23	T&B Attnts	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	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? Shrouded do not fit		n/a	n/a	n/a	тс
	Caretaker Pavilion	ссту	Check screens live recording	n/a	L Hall	weekly checks made by caretaker	High			REOCC	Caretaker to check	-	n/a	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	n/a	TC
		Defibrillator	Check security of unit	04.10.22		on a regular basis	High	Mar-23								
	Admin - KS				Collier Stevens					0/\$	Regular service booked - ongoing	£189.00	n/a	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
i lease ill ill last date completed	Caretaker Pavillon		system form changing footils	04.10.22	Comer Stevens					0/3	Caretaker to organise					
								Jun-22								
	Admin - KS	Services	Annual gas safety test	04.10.22	Collier Stevens	Annually	High		Jun-23	REOCC	Annual Service Booked for 29/06/23	How much each year?				TC
Disease fill in last data consolated	A 4-17- 1/O	Samilara	Life in an alice and an internal	04.10.22	Callian Stavens	Outstands in constitute	High	Sep-22	D	25000		Harry moreh anada yang 2				70
Please fill in last date completed	Admin - KS	Services Services	Lift inspection and maintenance	04.10.22	Collier Stevens Collier Stevens	Quarterly inspection	15-6	A 22	Dec-22	REOCC		How much each year?				TC
	Admin - KS	Services	Legionella Testing as required	U4.1U.ZZ	Collier Stevens	As required	High	Apr-23	Apr-24	REOCC		£44.50				