



Barrington, Ilminster, Somerset, TA19 0JE
www.barringtonvillagehall.org.uk
Charity No 304474

Projects and Maintenance List - Rev. B (revised 06 January 2017)

P	Projects				
No.	Description	Approx. cost	Urgency	By	Date Done
P1.	Project 1 Bar improvement – <ul style="list-style-type: none"> • Replace chest freezer with fridge freezer specifically with bottle storage. • Extend worktop to increase workspace. • Install additional shelving in Bar Cupboard for increased storage (for glasses). • Install downlighter over counter to improve presence in Hall and working conditions. 			C H H E	
P2.	Project 2 Kitchen improvement - <ul style="list-style-type: none"> • Install new canopy extract system over cooking area. • Extract to outside through roof or wall (investigate location above in relation to existing storage) to improve hygiene and working conditions. Note - roof extract preferred. 			SP/ Bldr	
P3.	Project 3 <ul style="list-style-type: none"> • Install durable and strong shelving in Understage Store for all tents and poles. Suggested Dexion steel frame such as advertised in Daily Telegraph, in 2 or 3 bays. Ensure space available to allow removal of skittle alley when required. 			H	
P4.	Project 4 <ul style="list-style-type: none"> • Create Office Area in First Floor Cupboard (key 38) for archives, current documents and future projects 			PB/ H	

M	Maintenance				
No.	Description	Approx. cost	Urgency	By	Date Done
M1	Sand down and re-varnish flooring in Main Hall. Requires to be carried out when use of Main Hall is limited (perhaps in Summer).			H/Sp	
M2	Sand down and treat Stage flooring to remove splinters and paint and seal after (different than Hall floor).			H	
M3	Clean all light diffusers throughout the building – may require some lamp replacement (main hall done Summer 2016).			H/C	
M4	Overhaul front door closer (floor type) – may require some input/replacement parts from manufacturer.			C/Sp	

Key: H = Handyman, C = Committee, Bldr = Builder, Sp = Specialist contractor, E = Electrician



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M5	Reprogramme electronic access lock to change number from **** (may be best to wait for PS departure).			C(PB)	
M6	Replace/refurbish downlighters in front canopy.			H	
M7	Replace 2 no. bollard lights and refix bollards to car park. Check wiring to enable external lights to be switched on.			Sp/E/ Bldr	
M8	Reprogramme street light to give sensible working times (may be Highways Dept issue as it is part of adoptable roadway).			Sp	
M9	Replace closer to Playground gate on field side (specialist supplier/installer).			Sp	
M10	Move isolator switch to sound cabinet to allow more ready access to switch on system (includes hearing loop). Electrician suggests isolator switch in Hall)			E	
M11	Repair door closer to Plant Room.			H	
M12	Check closer operation to Upstairs Corridor door.	Not required		H	
M13	Fix ladder access to Players Store properly (repair spring loading to catch).			H	
M14	Repair vent fans to toilets in Pre-School (2 no.) and Gents Toilet cubicle downstairs.			H/E	
M15	Repair all blinds in Hall/Committee Room/Kitchen (parts may be required from manufacturer). Assessed 06/01/2017 requires:- 2no. new new drapes for mail hall 125 x 2990. 15m of plastic chain for main hall. 15no. new plastic hangers. 35no. New plastic weights.			H	
M16	Spray Car Park and pathways to remove weeds.			C/H	
M17	Replace hand dryers to Toilets with more efficient type. Committee to approve new type.			C/E	
M18	Install WiFi to Hall generally (may require new line or await determination of PreSchool future).			Sp	
M19	Fit new coin box operation in PreSchool Kitchen.			E	04/01/17
M20	Window cleaning and annual gutter clean			Sp	Dec 2016
M21	Repair flush to First Floor Disabled Toilet.			H	
M22	Open boxing in corner of Understage Store and rod RWP t soakaway.				

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R	Redecoration/painting schedule NB: Committee members may be to assist for large areas				
No.	Description	Approx. cost	Urgency	By	Date Done
R1	Entrance Lobby – Avoid working when PreSchool in and/or when functions booked.			H	
R2	Stairs - Avoid working when PreSchool in and/or when functions booked.			H	
R3	Committee Room – avoid scheduled meetings Monday/Tuesday once a month.			H	
R4	Upper Foyer – requires mini tower scaffolding - Avoid working when PreSchool in and/or when functions booked.			H	
R5	Corridor Upstairs – await vacant possession			H	
R6	Fire Escape Lobby and Stairs - maintain access when upstairs in use.			H	
R7	Main Hall – await summer recess (check wedding bookings).			H/C	
R8	Back Stage – most times available for working.			H	
R9	Bar – check functions booked			H	
R10	Pre-School - (when premises vacated)			H/C	
R11	Externally – rub down and re-varnish all external woodwork. (Rob Stenner provisionally booked spring 2017)			Bldr	

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