

Great Waldingfield Village Hall.

Repairs And Maintenance Protocol.

V1.0 (January 2026)

Contents

Great Waldingfield Village Hall.....	1
Repairs And Maintenance Protocol.	1
V1.0 (January 2026)	1
1. Routine Inspection and Maintenance Responsibility	2
2. Planned Maintenance Schedule	3
3. Defect Reporting and Repair Response.....	3
4. Annual Inspection Calendar	4
. Inspection Checklists	4
Weekly Checklist.....	4
Monthly Checklist.....	4
Quarterly Checklist.....	4

1. Routine Inspection and Maintenance Responsibility

Area / Asset	Inspection Type	Frequency	Responsible Person	Record Location	Escalation / Action Trigger	Action/ Date Checked	Budget £
Building fabric (walls, roof, gutters)	Visual condition check	Quarterly	Trustee	Maintenance Log	Water ingress, loose materials		
Electrical installation	Formal inspection (NICEIC)	Every 5 years	Qualified Contractor	Compliance File	Certificate expiry / defects		
Fire alarm system	Test & inspection	Weekly test / Annual service	Trustee Contractor	Fire Log Book	Fault or missed test		
Emergency lighting	Functional test	Monthly / Annual Inspection	Trustee Contractor	Fire Log Book	Failure to illuminate		
Fire Exits	Clear/ Operational	Weekly	Trustee	Fire Log Book	Doors/Push Bars Defective		
Heating system (Heat Pump)	Operational check (including set temperature)	Monthly (heating season)	Trustee	Maintenance Log	Failure / uneven heating		
Water hygiene (Legionella)	Temperature (delivering water at the tap around 49-50°C (120°F) or lower check	Quarterly / Annually	Responsible Person	Maintenance Log	Out-of-range temps		
Doors, windows & locks	Operational & security check	Quarterly	Trustee	Maintenance Log	Security or escape issue		
Doors/Access/ Floors	Slip/trip/ operating hazard check	Monthly	Trustee	H&S Log	Damage / Adjustment/ loose coverings		
Toilets (including flush) & kitchens	Hygiene/flush check	Weekly	Cleaner / Trustee	Cleaning Log	Sanitation issues		
External Areas & Car Park Hazards	Visual safety inspection	Monthly	Trustee	Grounds Log	Potholes / poor lighting		

Kitchen	Visual safety inspection	Weekly	Trustee	Maintenance Log	Defective worktop/floor/cupboards		
Kitchen Equipment	Check operation	Weekly	Trustee		Broken/ Defective Appliances		

2. Planned Maintenance Schedule

Asset	Task	Frequency	Date	Budget	Notes	Action
Roof & gutters	Clear debris	Twice yearly			Autumn / Spring	
Heating system (Heart Pump)	No Service / Check operation	Annually			Before winter	
Fire safety equipment	Service & certification	Annually			Includes extinguishers	
Electrical system	Full inspection (EICR)	5-yearly			Legal requirement	
Redecoration	Internal walls	5-7 years			Subject to condition	
Flooring	Repair / replacement	As required			High wear areas	
Septic Tank	Empty	Twice Yearly			Autumn/Spring	

3. Defect Reporting and Repair Response

Risk Level	Example Defect	Response Timescale	Authorisation Required
High (Immediate risk)	Exposed wiring, fire exit blocked	Same day	Trustee/ Secretary
Medium	Broken heater, damaged door	Within 14 days	VHMC approval
Low	Cosmetic damage	Planned	Included in maintenance plan

4. Annual Inspection Calendar

Month	Key Inspections / Tasks
January	Heating performance review
March	Roof & external fabric inspection
June	Fire risk assessment review
September	Gutters & drains clearance
November	Winter readiness check

Inspection Checklists

Weekly Checklist

- Fire alarm test completed and recorded
- Fire exits clear and unlocked
- Toilets and kitchen areas hygienic
- Floors free from slip/trip hazards
- External doors and locks secure

Monthly Checklist

- Emergency lighting functional test
- Visual check of heating system
- Internal lights, sockets, switches undamaged
- External areas and car park safe
- First aid kit stocked

Quarterly Checklist

- Doors and windows operating correctly
- Gutters and downpipes visually checked
- Water temperatures checked (Legionella control)
- General building condition review