

## Repairs and Maintenance in council owned community premises

The following list outlines the main repairs and maintenance required at the borough's community buildings, along with who is responsible. The Council (Regeneration and Asset Management) will be responsible for major works, health and safety compliance and statutory requirements. The Organisation will be responsible for internal minor repairs and the exterior grounds. The list is not exhaustive, and guidance should be sought for areas that may not be covered.

Note: For Manor House, this list relates only to the premises management agreement and not for those organisations undertaking a lease for the building where they would have full responsibility for repairs and maintenance.

Element	Description	Council responsibility	Organisation responsibility
Foundations		√	
Roof coverings and roof space		√	
Roof gutters and down pipes	Rainwater pipes and gutters	√	
Windows and doors - external	Locks, fittings, security, glazing, panels, door entry systems, keys, magna locks, joinery. Includes fire doors.	√	
Windows and doors – internal	Locks, fittings, security, glazing, panels, door entry systems, keys, magna locks, joinery. Includes fire doors.		√
Access Control	Automatic shutters and electric doors.	√	
Access Control	All other equipment (apart from automatic shutters and electric doors) that forms the access control system.		√
External walls and cladding	Masonry, render, timber, air bricks / ventilation, boards, paintwork, tiling, damp, decoration.	√	
Internal walls, ceilings, floors, stairs, landings	Masonry, paintwork, plastering / wall coverings, suspended ceilings, hall partitions, handrails, balustrades, decoration.		√
Services external to the building	Lightning protection (tapes, earthing pits, conductors rods). Utilities cables and pipework (overground and underground) – including gas, electric, water, telephone mains.	√	
Central heating and ventilation & controls (HVAC)	Boilers, controls, burners, associated pumps, pipes and valves, flues, chimneys, oil/gas fired heaters, radiators, radiator valves, thermostats, electrical water heater devices, hot water supply.	√	
Air conditioning and ventilation	Fans, air moving equipment, plant, equipment and duct (not H&S).		√
Plumbing, sewerage and drainage	Foul water pumps, storage vessels, manhole / access chambers, drains, gullies, cold water supply, distribution pipework, pumps, storage tanks, insulation.	√	
Sanitaryware	WCs, wash hand basins, sinks, showers, waste water preventers, sanitary bins.		√

Fume cupboards and other L.E.V.	Fume cupboards, extractor fans and duct work	√	
Electrical (Statutory)	Fixed mains electrical wiring systems and 5 year electrical testing.	√	
Electrical (Non Statutory)	General distributor / switchgear, circuits, fuse boards, fuses, switchgear, switches, socket outlets, contactors, transformers, automatic control sensors, water heaters.		√
Lighting	Emergency Lighting Systems.	√	
Lighting	Internal and external. Light bulbs, fittings, switches, electrical fittings, sockets, starters etc.		√
Lift installations	Passenger lifts.	√	
Security and alarm systems	All alarm systems (excluding fire alarms).		√
Fire Alarms	All systems, including call points etc.	√	
CCTV	Internal and external. Cameras, detectors, monitor, panel etc		√
Kitchen equipment	Gas/electric cookers, extractor fans, water softeners, water boilers, carbon monoxide alarms, fridge freezer, small appliances (e.g. toasters, microwaves). Includes PAT testing.		√
Fixed equipment	e.g. cupboards, hand dryers. Includes PAT testing.		√
Loose equipment	e.g. tables & chairs. Includes PAT testing.		√
Specialist equipment	e.g. hoists, lifting aids		√
Signs and noticeboards	Internal and external		√
Information and Communication Technology (ICT)	Computer (and ancillary) equipment, internet connections, public address systems, screens and projectors, telephone lines, sockets and equipment		√
Pest control	Inspection, prevention and eradication of vermin (e.g. bees, wasps, mice, pigeons, squirrels etc)		√
Fire control equipment	Fire blankets, extinguishers, fixed hoses and valve, smoke detectors.	√	
Statutory health and safety compliance	Statutory regulations including but not limited to internal control of asbestos, legionella, gas safety, fire risk assessments.	√	
Grounds, car parks, garden space	Shrub clearance / pruning, grass cutting , weed maintenance, planting and flowerbed maintenance.		√
Fences, boundary walls and gates			√
Trees	Damaged branches, rot, structural stability.		√
Outbuildings, stores, sheds, temporary buildings			√
Winter weather	Grit and salt on pathways, car park and other relevant outdoor spaces.		√