

CUCKFIELD PARISH COUNCIL

Queen's Hall, High Street, Cuckfield, RH17 5EL



Item 10: Queen's Hall Maintenance Programme (March 2019)

	Description of Work	Cost	Completed
Annual	Boiler & Gas Fire Service	£250	✓
Annual	Lift Service	£150	✓
Annual	Clean guttering	£500	Not done
Annual	PAT Testing (equipment hire)	£50	✓
Five Yearly	Wiring inspection	£1,000	September 2015
	Service Sound limitation device (Electronic Orange)	£100	April 2018
Biannual	Fire Alarm Service & Emergency Lighting Test	£500	March 2019
Annual	Portable Fire Extinguishers	£100	due Feb 19
Biannual	Clean Fat Trap in Kitchen	180.00	due
As required	Carpet Cleaning (equipment hire) – Council Chamber	100.00	due
	Reseal hallway floors	£2,400	✓
2011 - 2012	Redecorate kitchen & lavatories	£1,500	✓
	Redecorate upstairs and downstairs lobbies	£1,200	✓
	Redecorate main hall	£3,560	✓
2012 - 2013	Re-build Green Room	£40,000	✓
	Re-seal main hall floor	£1,350	✓
	Damp in corridor	£1,000	✓
2014 - 2015	Replace lead roof over entrance	£8,000	✓
2015 - 2016	Re-decorate main hall and corridors	£7,500	✓
	Replace kitchen cupboards	£3,200	✓

	Replace Hall floor	£11,372	✓
	Replace Dorguard units (two on Hall main doors)	£300	✓
	Replace Dishwasher	£450	✓
	Gas Oven Service / Clean	£100	May 2016 – now due
2016 - 2017	Exterior redecoration	£40,000	✓
2018 - 2019	Replace Hall and Council Chamber Curtains	£3000	✓
	Repairs to sump pump in Basement	£102	January 2019
	Garden Gazebo	£3000	✓
	Garden Lighting	£3000	due
2020 onwards	Windows & roof to be checked for repairs		
	Re-wire building		
	Re-place boiler / fans / noise abatement equipment		
	Re-place carpets		
	Re-place kitchen equipment		
	Re-place lavatory fixtures & fittings		
	Redecorate Parish Council Office		
	Install central heating in Parish Council Office		
	Redecorate Queen's Hall internally (main hall)		
	Replace Stage Curtains		
	Replace stage floor covering (removed from 2013/14)	£1000.00	?
Five Yearly	Wiring inspection	£1,500.00	due Jan 2020
	Replace front security lock (<i>moved to review periodically</i>)	£300	?