

Date:	Area/Item reported as Damaged/remedial work needing to be carried out	Remedial work/Action	Maintenance Description / Work to be carried out/Item Replacement or Repair	Maintenance Performed by:-	Outcome/case still in progress/completed	Date of Maintenance Completed	Cost attributed to replacement or repair	Remarks
29/06/2021	<b>Outside Gloss Paintwork (Doors Frames)</b>	Remedial Work	The frames at the rear of the building are in a poor state and need urgent attention, it is also advisable to paint patches on the side and the front frames in same colour. It was also noted that there was a need to reprime and undercoat the frames at the rear.	Ray Watts	Completed	30/08/2021	<b>£1,135.00</b>	
	<b>Outside Wood Stain Areas</b>	Remedial Work	The Outside uprights and lintels need restaining with similar stain as used previously, sand off and repaint	Ray Watts	Completed	30/08/2021	}	
	<b>Repair disabled toilet door</b>	Action	Catching on the wooden floor	Darren Jones	Completed	30/07/2021	NIL	
	<b>Outside Toilet</b>	Action	Repair wall in external toilet and paint	Ray Watts	Completed	30/08/2021	}	
	<b>Reconcrete around drain in the car park</b>	<b>Action</b>	<b>Repair as needed</b>					
	<b>Brickwork</b>	Remedial Work	The brickwork at the rear of the building housing the wooden uprights needs cleaning	Ray Watts	Completed	30/08/2021	}	
	<b>Fencing</b>	<b>Action</b>	<b>Repair brocken areas of fence, the White fencing needs repainted to bring it back up to good cover. The wood is stil in good condition, however, 3 concrete spurs need to be set against the main posts. review and flatten if needed</b>	Dever Fencing	Booked In			
	<b>Astro-Turf</b>	Monitoring	Needs cleaning and if needed repainting/organise cherry picker and repaint	Ray Watts	Completed	30/08/2021	}	
	<b>Clock Tower</b>	Remedial Work	There appears to be tiles missing on each side (3) however, it maybe they have slipped down to the guttering. Needs checking and replacement as needed.	Darren Jones	Completed	30/08/2021	<b>£135.00</b>	
	<b>Roof</b>	Remedial Work						
	<b>Guttering</b>	Action	Needs clearing.	Mr B	Completed	31/07/2021	<b>£100.00</b>	included window & shutter cleaning
	<b>Path</b>	<b>Action</b>	<b>Needs a thorough clean when weather conditions improve.</b>					
	<b>Outside Toilet</b>	Remedial Work	Toilet roll holder needs replacing with a cylindrical unit that is more self contained, wall by holder needs filling and area repainted					Chose not to action this
	<b>Parish Room Outside Door Retainers</b>	Action	The Hook and Eyes on both sides of the doors need replacing adequately, 1 is missing, the other is held in place but what appears to be a metal band and glue.	June Perrins	Completed	01/11/2021	<b>£10.00</b>	

	<b>Changing Rooms</b>	Action	The toilets in changing rooms do not work. The taps in the 2 large changing rooms are loose.	Pipeworks	Completed	01/11/2021	£0.00	}
			Although closed, however, on previous reviews of the building it was noted that some of the emulsion areas were in need of attention.					
04/10/2021	<b>The Inside Ladies and Gents toilets</b>	Remedial Work	System de-commissioned for the moment. Contact Tildan, Architect for advise on how best to resolve			01/11/2021	£720.00	}
04/10/2021	<b>Rainwater Harvesting System</b>	Action	To fully paint the parish room	Ray Watts		05/11/2021	£1,135.00	
04/10/2021	<b>Painting of the Parish Room</b>	Action						
04/10/2021	<b>Painting of Ladies &amp; Mens Toilets</b>	Action	To fully paint the toilets					
04/10/2021	<b>Outside Doors Sprayed</b>	Action	To spray the blue doors (if possible)					
04/10/2021	<b>Outside Wood StainAll Areas</b>	Action	To stain the outside of the building - fully					
04/10/2021	<b>Changing Room</b>	Action	To repair broken toilet in the changing rooms			01/11/2021	£0.00	}
04/10/2021	<b>Roof</b>	Action	There is 1 broken tile and a number knocked out of place.		Completed	01/02/2022	£100.00	
11/01/2022	<b>Doors</b>	Action	Purchase 3 door stops		purchased			
11/01/2022	<b>External Toilet</b>	Action	Fix Door Spring Hinge		Completed	01/02/2022	£0.00	}
11/01/2022	<b>Lighting</b>	Action	Check and Replace Bulbs					
11/01/2022	<b>Dishwasher</b>	Action	Fix					