

Building and Maintenance Jobs 3 October 2011

<i>Committed and planned</i>		
Complete Chapel Rooms	Install door release unit outside LITE office	
Water Leak Under Entrance	Cut off water supply to pipe under entrance lobby	Can this be done by Wessex Water?
Remove water pipe from office entrance	Cut the pipe back to below the floor level.	Must ensure the water is shut off first
Upstairs Windows	Some windows don't open and close properly	
External Notice Board	Lockable	
Fire exit instructions	And assembly point notices	At the top of each stair well – anywhere else?
<i>Committed but not planned</i>		
Lockers	Buy lockers, place in Groves Room	Need to decide number, size, style, source
Shelves	Buy free-standing shelving for corridor, store room and offices	Need to decide exact details
Shelves	Build fitted shelving into store room and office cupboard	
Window blinds	Buy and fit blinds to the remaining office windows	Need to decide what we want
Internal Notice Boards	Buy and fit notice boards to walls in offices and Groves Room.	
Small Flat Roof	Replace small flat roof, insulate, seal	Insulation now stored at 12 City Road
Redecorate office entrance	Primarily fit decent flooring in the entrance	Once small flat roof and water leak fixed
Dripping Tap	In sink by upstairs washing machine	
Front door lock	Currently sticking	
<i>Not committed yet</i>		
Window vents	Place vents in windows to increase airflow	Which windows? Passive? Electric? Solar powered?

Downstairs ventilation	Increase size and power of extractor from kitchen	
Downstairs heaters	Set them up so that they can blow cold air	
Downstairs windows	The locks are not robust enough for the use they get: need to investigate alternatives	
Fire door closure	Install fire door closure at top of stairs so it can be kept open but close if the fire alarm goes off	Need to check building regulations and prices
Railings around flat roof	Install railings around the parapet on the flat roof to ensure that nobody will fall over the edge; possibly also improve security.	Initial estimate is that this will cost £2,000: low priority
Decking on flat roof	Important to prevent damage to the roof surface	
Buzzer on internal door into offices from volunteer room	When volunteers want to talk with a member of staff, at present they are knocking on the door to try and attract our attention.	Not a high priority: volunteers should come up office stairs if they want access to toilet or offices
Picture on walls	We need decorations upstairs to make the place attractive and friendly	Need to agree a sum to spend, and a plan to spend it (delegate Chris if he is happy to do this?)
Sign on outside office door	The official nameplate saying this is CCM's office with our company and charity numbers	When we have decided the exact wording (is it the registered office?) Viv will get this made up.
Roof void access in bridge	Convert current access into drop-down hatch; add another access point the other side of the wall.	Not needed until we have to run any more cabling between the two buildings.
Small window in bridge	A suggested design has been produced	

Other Outstanding Tasks

Finish compiling 'Building File' with details of suppliers, contact details, warranties, instruction manuals; details of how to run the security system, heating system, CCTV; plans (including drains!).

Toilets

[Email conversation. Message:]

Toilets: since I have been with you - the first day in the new centre - I have on my duty days taken upon myself two duties as I seemed to always end up at the bottom end of the line! So both the dishwasher and the toilets I undertook to take care of.

The toilets I have always felt should be as clean, tidy and well-resourced as we have in our own homes. I think it entirely wrong that these facilities are accorded second best (it would appear) in the list of priorities. I hope I may be forgiven for saying that the chaotic nature of our present problems stems from the issue never having been thought through at the planning stage.

The issue of toilet rolls - which disappear almost instantly - and the consequent problems associated with us giving out the (fatal) green had towels was identified by me last December.

Given that virtually anything not heavily secured to the walls or floor will be stolen within minutes - which surely **MUST** have been known before moving in - it follows that a budget should have been allocated for substantial lockable toilet roll holders, substantial soap dispensers bolted to the wall, and electric hand dryers. I have made an approach to James Dyson asking if he'd support our work by donating a pair of his whizzo hand driers, but as yet have had no reply.

This, please, is a problem area you must address and solve with a workable solution - not keep tinkering with other half-hearted solutions. This should have been done at the outset. Now is the time to get it right.

I think that how we treat our clients in this area speaks volumes about how we value a commitment to their improving themselves. Why should we expect them to use foul and unsanitary facilities - and even worse, come begging for toilet paper - when we apply such high standards of cleanliness in the kitchen.

You see - this wouldn't have fitted on the notice!

[Reply:]

Thank you very much for your response. Sorry there was not enough room - I didn't anticipate a response with this much detail. But it is much appreciated.

It looks like we will have to dig up the Gents toilet, so the subject of toilet provision will have to be considered again.

To be honest, I don't think there was much lack of consideration at the planning stage. We have used toilet roll holders in the past which only dispense a few sheets at a time, and they would get emptied, and sometimes the whole roll stuffed down the toilet bowl. But perhaps we ought to try it again.

I am very much in favour of electric hand dryers, but slightly concerned that they may be a target and get pulled off the wall when folk get upset.

Anyway, I'll make sure this gets put on the list and we try to address it as soon as possible. Every blessing,

Paul.

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