

PEMBROKE DOCK TOWN COUNCIL AND THE PATER HALL COMMUNITY TRUST.

CARETAKER / HANDYMAN'S SCHEDULE OF DUTIES.

All the tasks listed below are subject to compliance with the Risk Assessments and Health and Safety Acts and Regulations. Any task considered to be contrary to regulations will need to be brought to the attention of the Town Clerk / Company Secretary.

Offices and Hall complex.

Daily Tasks.

Prepare Rooms for occupation by hirers ensuring that table layout and chairs etc meets the needs of the hirer. To ensure that a copy of the fire and bomb procedures is in place on the wall in each of the rooms in use and the contents are brought to the attention of each hirer.

To brush around the outside of the Hall along the edges between the hall and the pavement and remove weeds / other items. Place items collected in refuse bags.

During the late Spring / Summer Season (Usually May to September) to water the designated hanging baskets and tubs throughout the town as directed by the Town Clerk.

To check on the bunting erected in the town to ensure that it remains in good serviceable condition, any bunting which has fallen to the ground because of winds etc to be refixed.

To carry out such cyclical maintenance as set out in the Town Clerk / Company Secretary's schedule e.g. repainting of rooms.

To carry out such running repairs within the complex as agreed with the Town Clerk / Company Secretary.

To bring to the Town Clerk's attention any item within the Hall which could be regarded as a health and safety risk. To ensure appropriate warning signs are erected in such cases so that users / members of the public are aware of the danger e.g. spillages etc.

To be a point of contact for users of the Hall to ensure any problem identified by the user is resolved as soon as possible.

To raise the necessary flags as set out in the Town Clerk's schedule of flying of flags and at such other times as indicated by him.

To record in a book provided minor repairs highlighted during the day and details of any work carried out.

On the conclusion of any minor works or other repairs to ensure that the area is swept and tidy. Appropriate tools and other equipment are returned to their storage area.

To act as the focal point for any contractors within the building ensuring that any badges issued by the Town Clerk / Company Secretary are collected on completion of the work.

To close up the building in the afternoon / evening after conclusion of use by hirers, ensuring all entry doors to the complex are locked and the alarm system for the Town Council Offices is operative.

Weekly Task.

To carry out a visual check of the Pump House building and identify any remedial works required. To ensure that the small heater is switched on during the winter months to keep stored items dry.

To carry out a check of the Chieftain Tank and Sunderland Prop located in the Western Way Car Park to identify any Health and Safety issues e.g. rust, sharp objects, damage etc and to report back to the Town Clerk / Company Secretary with any concerns. A notebook highlighting visit and deficiencies noted is to be completed.

On the appropriate day (currently Monday) or the day before (currently Sunday evening) to put out accumulated rubbish for collection by the Refuse Department of the County Council. To ensure that appropriate coloured bags are used Orange for recyclable items and blue for non recyclable items.

To weekly check the emergency lighting system to ensure lights operate correctly when main power system is switched off. To record details of checks in a book provided.

Monthly Tasks

To check all plugs on electrical appliances within the building to see that they are not in a dangerous condition.

To check Gas Boiler to ensure that heating system settings are correct for the rooms in use throughout the Hall. (NB Central Heating System to be normally switched off from May to September each year)

To check the Carbon Monoxide Detectors within the building to ensure they are working.

Quarterly

To clean and polish dry the windows inside the Town Council Offices, Warrior Room, Sunderland Room and Meyrick Suite. To damp wipe the window sills after cleaning the windows to remove streaks etc.

To check water tanks within the building for defects or pollution.

To clean lamp fittings and bulbs in the various rooms following appropriate safety procedures.

In conjunction with the Town Clerk / Company Secretary to carry out a fire drill on a suitable day to be determined.

As required.

To replace batteries in the various clocks throughout the building and to correct the time when required.

To carry out such additional duties as designated by the Town Clerk / Company Secretary which are compatible to ensuring that the building and its environs are kept in a good condition.

IAN JONES

**Town Clerk Pembroke Dock Town Council and Company Secretary Pater Hall
Community Trust.**

12 June 2007