

## Annual Walk of Town Hall – Buildings Committee April 2018

### Lower Hall

To modify the table trolley to prevent tables marking walls when in storage

### Lower Hall Kitchen

No problems

### Toilets:

No problems

### Foyer

Tourist Information carousels considered a fire hazard.

Trip Hazard tape on step needs replacing.

Disabled ramp needs resurfacing – worn and looking drab.

### TIP office

No problems

### Lift

Landing floor at entrance of lift lifting and peeling. Needs urgent repair.

### Ballroom Kitchen

Cleaning material behind fire door needs to be stored elsewhere when not in use.

Door leading into ballroom not shutting. Bottom bolt broken – sticking out preventing full closure of second door.

### Ladies Toilets

No problems

### Ballroom

Window sills on car park side need revarnishing.

Wall needs repainting due to markings and scuffs from table storage trolley.

### Stairwells

Carpet fraying on middle landing leading into WR from car park side of building. Otherwise all okay.

### Wenningdale Room

Door on car park side of building sticking.

Ceiling tile broken (one with fire alarm attached).

### WR kitchen

Small electric oven and kettle unused and stored in corner. Needs to be moved elsewhere.

### Toilets

No problems

### Wenningdale Room Main Stairwell

Several damp patches that need attention and decorated afterwards.

### Town Hall - Outside

Roof needs attention – some 15 – 20 slates have slipped and two have fallen. Needs inspection.

Cellar steps to be cleaned of rubbish.

Extractor fan - birds seen to disappear in possible hole above fan (not able to confirm from ground level).

Louvre on extractor fan either missing or stuck in upright position.

Decorative slates on front of building slipping.

Chunk of mortar out of the mullion window (stair side).

Memorial plaque to be cleaned.