

The Portal Hall – Maintenance Plan

Date of Review: April 2025

Next Scheduled Review: April 2026

1. Introduction

This maintenance plan ensures that The Portal Hall is regularly inspected, maintained, and kept in good condition. The plan outlines key areas of maintenance and scheduled checks to uphold safety standards and compliance with insurance requirements.

2. Annual Maintenance Checks

The following areas will be inspected and maintained annually to prevent deterioration and ensure the hall remains safe and functional.

A. Roof Inspection

- Check for missing, damaged, or loose tiles/slates.
- Inspect for signs of leaks or water ingress.
- Remove any moss or debris that could lead to water retention.
- Ensure flashing, chimney stacks, and vents are secure and weatherproof.

B. Gutters & Drains

- Clear all gutters and downpipes of debris (leaves, moss, dirt).
- Check for leaks, cracks, or blockages in the drainage system.
- Ensure downpipes are properly secured and directing water away from the building.
- Test external drains to confirm efficient water flow.

C. External & Internal Fabric

- Inspect external walls for cracks, damp, or damage to brickwork/render.
- Check window and door frames for deterioration, rot, or broken seals.
- Ensure locks, hinges, and fire doors are in good working condition.
- Review interior walls, ceilings, and floors for damp, mould, or structural damage.
- Inspect paintwork and address any areas requiring repair or repainting.

D. Electrical & Fire Safety

- Annual PAT testing of portable electrical appliances.
- Full electrical inspection (as per regulations – usually every 5 years).
- Test emergency lighting and replace bulbs where necessary.
- Inspect fire alarms, smoke detectors, and extinguishers.

E. Heating & Plumbing

- Service heating system (boiler, radiators, thermostats).
- Inspect water pipes for leaks or corrosion.
- Ensure toilets, sinks, and kitchen facilities function properly.
- Test water temperature and check for any signs of Legionella risk.

F. Grounds & Access Areas

- Inspect pathways, car parks, and entrances for trip hazards.
 - Check fencing, gates, and outdoor lighting for security and safety.
 - Ensure any external storage areas are well-maintained.
-

3. Record-Keeping & Maintenance Log

- All maintenance checks will be recorded in PT Minutes, findings, and actions taken.
 - Any urgent repairs or improvements will be documented and scheduled for completion.
 - Contractors and service providers will be listed for reference.
-

4. Review & Updates

- This plan will be reviewed annually and updated as necessary to meet insurance and regulatory requirements.
 - Any significant repairs or maintenance works completed will be noted in the records.
-

Signed:

Sandra Whiting
Pinder Trust Chair
The Portal Hall Committee