

MAINTENANCE OF THE BUILDINGS & GROUNDS OF THE DAY CENTRE

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This Policy will identify the arrangements in place that ensure that the buildings, and the internal and external fabric, decor and related structural facilities and grounds are maintained in a sound, clean and safe condition:

1. A year planner will be prepared upon which will be identified the checks to be done, and their frequency, on the fabric of the Centre's buildings and the outlying grounds to ensure that all remains in a good state of repair. This will ensure minimisation of hazards and maintenance of Health & Safety standards. Any maintenance / repair work necessary will be carried out by a specialist Service Sub-contractor (from the Preferred List, reference Policy No 103), and full records will be maintained by the Manager.

2. **BUILDINGS:**

The elements of buildings maintenance to be addressed will be as follows:

- Safety checking of the electrical wiring system, including emergency generators.
- Checking the condition of the plumbing, with particular attention to lead water pipes
- Verification that 43°C thermostats fitted to showers and baths are functioning correctly.
- Evidence of the ingress of damp through ceilings, walls and floors.
- Worn carpets, which may present a trip hazard.
- Checking the roof for displaced or missing tiles etc.

3. **GROUNDS:**

The elements of grounds maintenance to be addressed will be as follows:

- Paths and driveways should be level and free from hazards.
- Sound boundary walls, fences, etc.
- Handrails fitted onto steps, ramps etc.
- Lighting over exits, drives and pathways.
- Up-keep of gardens.
- Wheelchair ramps even and in good repair.
- Safe up-keep of ornamental ponds and lakes, ensuring adequate fencing where required.
- Sound and secure condition of garden sheds etc, particularly where these are used for storing pesticides, fertilisers, fuels and other hazardous substances.
- Sound condition of garden furniture, gazebos and other ornamental structures.