

## Old Church Rooms: Jobs List

**Key:** **Green:** easy job / high priority || **Yellow:** medium job / medium priority || **red:** hard work / lower priority

| Area                 | Job                                                                                                                                                            | Priority / Ease | Action by:    | Clerk/Karl comments                                                                                                                                               |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Entrance Hall</b> |                                                                                                                                                                |                 |               |                                                                                                                                                                   |
|                      | Provide a new 'Ask Frank' standard bilingual notice showing the OCR's opening hours (for general use of the hall - and for the Clerk's office)                 |                 | Clerk         |                                                                                                                                                                   |
|                      | Obtain new bilingual Health and Safety notice and ensure it displays appropriate contact details etc (do this wherever these notices are displayed in the OCR) |                 | Clerk         |                                                                                                                                                                   |
|                      | Provide bilingual instructions for the defibrillator                                                                                                           |                 | Clerk         |                                                                                                                                                                   |
|                      | Obtain carpet with R&MCC logo for hall just inside the entrance doors - also with 'welcome' / 'croeso' message                                                 |                 | Allan / Clerk | Side Door – Trip hazard for children going to toilet, front door would need a whole new inlay                                                                     |
|                      | Cloakroom cupboard: install shelves at sides, leaving sufficient space for coat-rack. Possibly install a more 'built-in' coat-rack.                            |                 | Karl          | Shelves would be installed on stud walls so cannot house anything too heavy, Nursery like to keep the moveable coat rack for wet weather (coats will dry better). |

| Area | Job                                                                                            | Priority / Ease | Action by: | Clerk/Karl comments |
|------|------------------------------------------------------------------------------------------------|-----------------|------------|---------------------|
|      | Ensure signs on all notice boards are up-to-date and relevant. NB R&MCC signs to be bilingual. |                 | Clerk      |                     |

| Area       | Job                                                                                                          | Priority / Ease | Action by:           | Clerk/Karl Comments                                                                                                                                                                                                                                              |
|------------|--------------------------------------------------------------------------------------------------------------|-----------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Garth Room |                                                                                                              |                 |                      |                                                                                                                                                                                                                                                                  |
|            | Install lighting for children's parties (eg disco-ball)                                                      |                 | Karl / Clerk / Board | Electrician would need to install                                                                                                                                                                                                                                |
|            | Supply simple PA system which can play music from iPhones etc                                                |                 | Clerk / Board        | Where would this be kept? Are we getting rid of the old one?                                                                                                                                                                                                     |
|            | Paint roof apex when Bell Tower is repaired                                                                  |                 | Karl                 | Karl has previously plastered and repainted this twice, with the use of the scaffolding tower. We no longer have the scaffolding tower, an outside contractor would need to be instructed as it is no longer safe for Karl to do this.                           |
|            | Tidy the area under the stage. Fill / hide unsightly gaps with timber or cement.                             |                 | Karl                 | Outside contractor would need to be instructed as there is a lot of matting. This would not be able to be used as a storage area as this is a fire hazard. Façade can be addressed by Karl.                                                                      |
|            | Wax or varnish the floor (consult with our flooring suppliers to ensure best treatment)                      |                 | Karl / Clerk         | Vinyl flooring – Can't be waxed or varnished<br>Outside contractor for industrial cleaning.                                                                                                                                                                      |
|            | Tidy the wooden ledge at floor level on the left hand side of the stage                                      |                 | Karl                 | This wooden panel was added as a fix for the nursery, as a child hit their head on the stone step. Propose to box in both sides to remove the ledge completely, to make the front of the stage area flush with the wall – inkeeping with the front of the stage. |
|            | Varnish / stain the stage                                                                                    |                 | Karl                 | Karl is happy to do this.                                                                                                                                                                                                                                        |
|            | Check that the blinds on the high-up, end windows are operating - and provide a storage point for the remote |                 | Clerk / Karl         | Blinds work, storage point is already in the lighting box on the wall under the consumer unit.                                                                                                                                                                   |

| Area | Job                                                           | Priority / Ease | Action by: | Clerk/Karl Comments |
|------|---------------------------------------------------------------|-----------------|------------|---------------------|
|      | switch to be kept - so that hall users can operate the blinds |                 |            |                     |

| Area                                   | Job                                                                                                                                                        | Priority / Ease | Action by:               | Clerk/Karl Comments                                                                                                                                                                                                         |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fire exit at rear of Garth Room</b> |                                                                                                                                                            |                 |                          |                                                                                                                                                                                                                             |
|                                        | Remove all items from here. Install bilingual 'Ask Frank' standard sign explaining that no items are to be stored in this space because it is a fire exit. |                 | Clerk                    | No alternative storage space for these items.                                                                                                                                                                               |
| <b>Weir Room</b>                       |                                                                                                                                                            |                 |                          |                                                                                                                                                                                                                             |
|                                        | Choose and install brighter curtains over the notice-boards                                                                                                |                 | Clerk                    | Red was chosen as this hides the dirt. Karl suggests roller blinds. Clerk suggests removal of all noticeboards and red curtains.                                                                                            |
|                                        | Repaint the room - choosing a paint that will make the room brighter                                                                                       |                 | Clerk / Karl / Board     | See above comment, only the after school club use the notice boards and we have already spoken to them and they don't mind if the noticeboards are removed. Expensive paint that can be scrubbed will need to be purchased. |
|                                        | Wax or varnish the floor (consult with our flooring suppliers to ensure best treatment)                                                                    |                 | Karl / Clerk             | Vinyl flooring – Can't be waxed or varnished<br>Outside contractor for industrial cleaning.                                                                                                                                 |
| <b>Downstairs Kitchen</b>              |                                                                                                                                                            |                 |                          |                                                                                                                                                                                                                             |
|                                        | Ensure clerks know the codes for every combination lock installed by hall users                                                                            |                 | Clerk                    |                                                                                                                                                                                                                             |
| <b>Downstairs toilet</b>               |                                                                                                                                                            |                 |                          |                                                                                                                                                                                                                             |
|                                        | Supply paper towels and bins in toilet cubicles with hand basins                                                                                           |                 | Clerk / Cleaning company | Paper towels have not been added to these cubicles as it has caused the drains                                                                                                                                              |

| Area | Job                                                                             | Priority / Ease | Action by: | Clerk/Karl Comments                                                                                                                                          |
|------|---------------------------------------------------------------------------------|-----------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                                                                                 |                 |            | to be blocked. Both paper and bins have been removed due to this. New bins would need to be sourced, however, it's unclear if this would stop the blockages. |
|      | Bin by the door - ensure battery is not flat (for automatic opening of the bin) |                 | Clerk      |                                                                                                                                                              |

| Area                               | Job                                                                                                                                                         | Priority / Ease | Action by:   | Karl/Clerk comments                                                                                                         |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Castle Room</b>                 |                                                                                                                                                             |                 |              |                                                                                                                             |
|                                    | Prepare bilingual instructions for use of TV / connection to laptops etc                                                                                    |                 | Clerk        |                                                                                                                             |
|                                    | Frame all notices and ensure they are bilingual                                                                                                             |                 | Clerk        |                                                                                                                             |
|                                    | Ensure unused chairs never block opening windows overlooking the car park                                                                                   |                 | Clerk / Karl | This is done on a regular basis                                                                                             |
|                                    | Move the glass cabinet to somewhere else where it's less likely to be run into by a child. Or just dispose of it and consider what to do with the contents. |                 | Clerk / Karl | There's no key for the cabinet- would need to be broken up to be removed. Not many children are in the Castle room anymore. |
|                                    | Ensure sufficient equipment for 'corporate use' (flip-charts, pens etc.)                                                                                    |                 | Clerk        |                                                                                                                             |
| <b>Landing outside Castle Room</b> |                                                                                                                                                             |                 |              |                                                                                                                             |
|                                    | Check what is needed as a turning circle for wheelchair users. Consider making use of any space not needed by them.                                         |                 | Clerk        | Fire Risk Assessment states area should be sterile area and should not have anything stored in the area.                    |
| <b>Clerk's office</b>              |                                                                                                                                                             |                 |              |                                                                                                                             |
|                                    | Install bigger noticeboard and white board                                                                                                                  |                 | Clerk / Karl | We have already removed the noticeboards, and replaced them with a calendar                                                 |

| Area                    | Job                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Priority / Ease | Action by:    | Karl/Clerk Comments                               |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|---------------------------------------------------|
| <b>Upstairs kitchen</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |               |                                                   |
|                         | Ensure sufficient equipment for 'corporate users' of Castle Room (water jugs, glasses, mugs etc - of a decent standard)                                                                                                                                                                                                                                                                                                                                |                 | Clerk         |                                                   |
| <b>Upstairs toilet</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |               |                                                   |
|                         | Install high-powered air hand dryer                                                                                                                                                                                                                                                                                                                                                                                                                    |                 | Karl          | Qualified electrician would need to be instructed |
| <b>Outside</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |               |                                                   |
|                         | Install three bike racks similar to these:<br><a href="https://www.equiptowork.com/products/bike-racks-wall-mounted?srltid=AfmBOorZTz1TUmHC1leP6rO-3WpmpHnHxtZkCOEnNLjrLM4jMdnczXR">https://www.equiptowork.com/products/bike-racks-wall-mounted?srltid=AfmBOorZTz1TUmHC1leP6rO-3WpmpHnHxtZkCOEnNLjrLM4jMdnczXR</a> whilst ensuring a bike locked here will leave sufficient room for pedestrians entering through the small gate in the boundary wall |                 | Karl          | Karl suggests to place them by the flag pole      |
|                         | Ensure pathways for pedestrians are clearly marked - especially as they pass in front of parking spaces next to the hall                                                                                                                                                                                                                                                                                                                               |                 | Karl          | How else would you recommend this is done?        |
|                         | Install a bilingual 'Ask Frank' standard sign on, or near, the wine press, giving its history etc                                                                                                                                                                                                                                                                                                                                                      |                 | Clerk / Board |                                                   |

| Area           | Job                                                                                                                           | Priority / Ease | Action by:           | Karl/Clerk Comments                                                                            |
|----------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|------------------------------------------------------------------------------------------------|
|                | Ask / remind hall users to keep the play area at front of building tidy (eg ensuring toy storage cabinets can close properly) |                 | Clerk                | No one knows who the storage cabinets belong to. They are broken as they are on uneven ground. |
|                | Smooth over the 'ugly wall' facing the car park and arrange for a mural to be painted on it                                   |                 | Karl / Clerk / Board | Karl needs confirmation of what wall this is.                                                  |
|                | install a banner on the railings facing Heol Isaf advertising the OCR facilities                                              |                 | Clerk / Board        |                                                                                                |
|                | Invite hall users to spring-clean their stuff in the storeroom in next month or so                                            |                 | Clerk                |                                                                                                |
|                | Buy a small stock of new flags for the flagpole                                                                               |                 | Clerk                |                                                                                                |
|                | Install trellis and climbing plants on wall outside Weir room. Plants to be planted in the ground, not in pots.               |                 | Karl / Board         | Confirmation of where the trellis and plants would be put.                                     |
| <b>General</b> |                                                                                                                               |                 |                      |                                                                                                |
|                | Ensure R&MCC signage is bilingual throughout the building                                                                     |                 | Clerk                |                                                                                                |
|                | Ensure new R&MCC signs are either laminated or displayed in frames, rather than just A4 sheets sellotaped to the walls.       |                 | Clerk                |                                                                                                |