

REPAIRS PROCEDURE

Any faults, defects or other wants of repair which become apparent should be reported as soon as possible to the Chairman of the Trustees.

Repairs of an emergency kind needing prompt attention will be put in hand as soon as the appropriate tradesman can be contacted and can do the work. If necessary the Clerk, or a Trustee, may execute immediate temporary repairs.

General repairs and maintenance will be dealt with by the Trustees who, where necessary, will obtain competitive quotations from appropriate tradespeople or contractors. Instructions for the necessary works will be put in hand as soon as the expenditure has been approved by the Trustees. The contractor/tradesperson will be encouraged to complete the work without delay.

Repairs of a substantial nature will be dealt with as for general repairs above except that the Trustees may appoint a surveyor or other professional expert to prepare a specification and drawings, obtain statutory approvals and tenders and supervise and administer the contract.

Such works may have to be carried out at specific times of the year when weather conditions should be more favourable. The aim will be to complete such works as expeditiously as possible without unnecessary cost.