

Site Supervisor Report 2018

WORK DONE JAN-DEC 2018

In the past year I have been involve in overseeing and partaking in a certain number of events and projects which have taken place in the Church and Hall. All of which have come to a satisfactory conclusion.

Details are listed below:

1. I been involved in the changeover of the company supplying water from Thames Water to Castlewater. This has been prolonged due to the way that the new company had taken past readings from Thames water's records without checking, giving us a sizable water bill. This bill was challenged, and I had noted that there had been a leak from the outside supply connection in the street for some months when using Thames Water. This leak had subsequently been repaired by Thames Water but without a new meter being provided at the time of repair. Castlewater had used the old Thames water reading to estimate our water usage whilst the leak was occurring, hence the large bill. Castlewater has subsequently agreed to the true readings from the new meter installed and now we are back to reasonable charges.
2. I have been involved in liaising with various concert organiser's including the LMP and Central Band of the Royal British Legion to ensure the smooth running of their events with layout provision, stewards and car parking supervision.
3. Continued to monitored water ingress into the Hall cellar. Water puddles have not been noticeable for some time now.
4. I have been involved with the supervision and arrangement of the workmen employed to complete the restoration, repair and resurfacing of the wooden parquet flooring in the North aisle and Nave.
5. I organised the installation of new LED lighting in the Lady Chapel, saving electricity costs with the use of new technology.
6. Provided supervision and arranging for outside regular maintenance work of gutter clearing, Boiler maintenance, Fire Protection checks, and Pest control.
7. Arranged for the temporary repair on the gutter over the Vestry roof and replacement of the outside car park floodlight to be completed.
8. Reported the power cut of the main supply to church to UK Power Networks on 23rd Aug and chased them to urgently find and repair the fault.
9. I organized the repair to the leak from the bell tower roof with engineers providing a new flexible proofing to the entire outside roof flooring.
10. I arranged for the roof space above the Hall kitchen and LMP offices to be lagged, to provide some additional insulation.
11. I organized the provision of a new hot water boiler in the Hall kitchen and the plumbing in of a new dishwasher. Also, the repair to the leaking toilet and replacement of a new old water tap in one of the toilet closets.
12. I arranged for the engineers to service and run compliance tests on our lightening conductors provided for the church building.
13. The provision of a new lit fire exit sign over the South door exit. New additional fire extinguishers provided in the church and hall.

14. Various odd jobs around the site, installing two new noticeboards, providing some temporary noticeboards, re-setting loose tiles, replacing blown lamps, door repairs, fitting First Aid kit in kitchen, gas and electric meter reading etc.

Plans ongoing in 2019: -

1. Due to the constant replacement of the spotlight bulbs in the sanctuary, it's been decided that they are to be replaced by LED lighting as soon as possible. This would be an eventual cost saving in both bulb replacement and electricity.
2. Automatic on-off lighting switches to be provided in the toilets. This will save on wasted electricity when lights are left on.
3. A new Fire Alarm panel and four radio-controlled call points to be installed, replacing our old outdated system.
4. The replacement of the existing gutter over the vestry roof.

There are some issues which fall in the Health & Safety area that need addressing:

1. Provide Emergency exit lights at the North and west doors (it is also planned to provide a heated air curtain at both these doors to prevent the loss of heat when the doors are open)
2. The current First Aid kits have been upgraded with up-to-date contents, a list of qualified First aiders will need to be displayed on the Main Notice boards, in both the Church and Hall. The possible purchase of a Defibrillator to be sited centrally, and selected persons trained in the usage has been considered.
3. Provide a Fire Assembly Point Notice at all entrances for possible emergency evacuation of the site. Appointed Stewards to be trained in the evacuation procedure. A fire evacuation test drill to be taken at some time after the new fire prevention issues have been completed.
4. Additional Fire Extinguishers, as recommended, to be provided in the Gallery.

These are a few issues that I will be covering in the next year whilst ensuring that the current planned public events and other usage of the buildings will also have the necessary arrangements with organisers and help needed to set-up and clear up after.

Trevor Wheble Site Supervisor