

Llanfoist Fawr Community Council

Facilities Officer - Local Tasks

	FREQUENCY			
Visual inspection and litter pick of recreation grounds, football pitches & play areas (Govilon, Llanfoist (2) and Llanellen) - to be logged for insurance purposes	WEEKLY			
Heat Shower header tanks (min 2 hours) and flush showers for minimum 5 minutes - record for legionella control	WEEKLY			
Visual inspection of Salisbury Community Hall - interior and exterior	WEEKLY			
Visual inspection of Govilon Sports Pavilion - interior and exterior	WEEKLY			
Conduct and log short test of emergency lighting in Salisbury Hall and Sports Pavilion		MONTHLY		
Conduct and log test of fire detection sensors in Salisbury Hall and Sports Pavilion		MONTHLY		
Conduct and log visual checks of fire extinguishers in Salisbury Hall and Sports Pavilion		MONTHLY		
Status check of Defibrillators (4)		MONTHLY		
Conduct and document hot and cold water temperature readings for legionella control at Sports Pavilion		MONTHLY		
Visit and inspect condition of Dog Waste Bins (16 in total)		MONTHLY		
Read and submit meter readings for electricity and gas (Salisbury Hall & Sports Pavilion)		MONTHLY		
Status check of Defibrillators (4) and update online to The Circuit.			QTRLY	
Conduct and document hot and cold water temperature readings for legionella control at Salisbury Hall			QTRLY	
Disinfect shower heads in Govilon Sports Pavilion - needs to be documented for legionella controls			QTRLY	
Arrange Safety Inspections of 3 play areas (Govilon, Llanellen & Llanfoist) by Mon CC				ANNUAL
Action any remedial works arising from above safety inspections				ANNUAL
Conduct long test of emergency lighting in Salisbury Hall and Sports Pavilion				ANNUAL
Conduct Review of Fire Risk Assessment for Salisbury Hall ensuring continuing suitability				ANNUAL
Conduct Review of Fire Risk Assessment for Sports Pavilion ensuring continuing suitability				ANNUAL
Conduct Review of Legionella Risk Assessment for Sports Pavilion ensuring continuing suitability				ANNUAL
Conduct Review of Legionella Risk Assessment for Salisbury Hall ensuring continuing suitability				ANNUAL
Arrange annual inspection of fire extinguishers at Salisbury Hall and Sports Pavilion				ANNUAL
Arrange annual combi gas boiler service to Salisbury Community Hall				ANNUAL
Arrange annual service of Ariston shower water heater system at Sports Pavilion				ANNUAL
Store and test Christmas lighting features				ANNUAL
Arrange Electrical Safety Inspections for Salisbury Community Hall when due				AD HOC
Arrange Electrical Safety Inspections for Govilon Sports Pavilion when due				AD HOC
Arrange Tree Condition/Safety Surveys for all recreation grounds & Llanellen Village Hall Car Park (every 18 months)				AD HOC
Monitor service delivery of grounds maintenance contract				AD HOC
Monitor service delivery of cleaning contract				AD HOC
Monitor service delivery of dog bin contract				AD HOC