

Maintenance and Housekeeping

The Hall Committee should have information on the following and share the information with hall hirers where relevant. The committee should be clear about roles and responsibilities.

Building and Grounds maintenance.

Please see the Health and Safety section for details on legal requirements for annual appliances checks. List all other areas of maintenance and create a schedule of tasks to make sure the actions are carried out, e.g. making sure gutters and drains are kept clear.

Cleaning

Staff, volunteers and hirers may all be responsible for elements of cleaning. Cleaning products should be stored in accordance with Health and Safety requirements.

Waste collection/recycling

Halls will vary in the amount and frequency of waste generated, and different solutions will suit different halls. Aberdeenshire Council have information on non-domestic waste and recycling.

<https://www.aberdeenshire.gov.uk/waste/commercial-refuse-and-recycling-collections/trade-recycling-service/>

<https://www.aberdeenshire.gov.uk/waste/commercial-refuse-and-recycling-collections/business-waste-drop-off/>

The Council recycling and waste team are available to call on week days between 8.45am 5.00pm [03456 081207](tel:03456081207).

Updating noticeboards

The Hall Committee should ensure that noticeboards are kept up to date, and that relevant information is clearly displayed. If the hall is a charity, the charity number should be clearly displayed.

Purchasing

Hall Committees in the same area might consider forming a buying group to lower the cost of consumable purchases such as (cleaning products, bin bags, tea/coffee/sugar etc. Please see the Finance chapter for details.

