**Building Manager Report to Building and Town Committee 8th February 2022**

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| 1 | **Security** | The locks to the TH outer doors have been changed today. As some of the locks have become worn and do not operate very well. A new hierarchical system of secure keys will be used so that the overall number of keys can be reduced. |
| 2. | **Council Chamber** | Both the proposed double glazing and PA/Lighting projects are taking a little longer to formulate than originally envisioned.  The signwriter is returning on10th February to correct the Honors Board and other work. |
| 3. | **Covid Working** | I am still regularly checking the information updates from both the Government and Health & Safety Executive. The Risk Assessment and guidance is then updated. |
| 4. | **Garden** | Bed preparation is currently underway with planting following as the weather allows. The benches will then be refurbished. |
| 5. | **Cupernham Notice Board** | The new notice board has been dispatched for delivery this week. It will be fitted upon receipt. |
| 6. | **Assets and Procedures** | The updating of the Asset Register and Standard Procedures is well under way and taking a large amount of my time. We have had very productive input from the Auditor. |
| 7. | **Fire Alarm** | With the demise of the PSTN telephone system I am having to upgrade our monitor unit to be compatible with the new VOIP system. |
| 8. | **Bench Seats** | The new bench for the corner of Chambers Ave/Botley Rd. The supplier has delayed delivery to w/c 21st March. |
| 9. | **Street Art** | “Hendog” mural preservation in the Memorial Park. All Materials now received. Fitting w/c 14/2/22 |
| 10. | **Queens Jubilee** | I am currently formulating plans to decorate the outside of the TH. |