

# Romsey Town Council

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## **Building Manager Report to Building and Town Committee 8<sup>th</sup> February 2022**

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 on 10<sup>th</sup> 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 21<sup>st</sup> 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.