

MCG Hut Warden role description

Jan 2021 Jason Cardwell

- High priority: Keep up-to-date records of fire safety and alarms.
- To liaise with contractors for scheduled maintenance.
- Maintain grounds around the cottage.
- Making sure all drains are free of debris.
- Prepare the hut for winter: order wood and stock up the log shed.
- Order cleaning products (we use Fusion Office Supplies). Every 4 months we go through 6 rolls of toilet roll, 1 bottle of floor cleaning fluid one box of bin bags, 1 bottle of hand soap, one bottle of hand-sanitizer and 4 boxes of Paper towels. Paper towel use is a bit unpredictable so it's best to have a spare box.
- Fire alarm check is to be completed by a qualified contractor once a year, normally in October. The same company do the fire extinguishers every 5 years.
- The fire management plan is in the lobby. In this plan there are sheets to be completed after every test. This must be done once a month.
- Routine maintenance, up to £50 discretion without committee approval.
- Toilet And shower: Toilets all run to a septic tank by the old shed. The manhole cover is in the front of the building. make sure cleaning products for the toilets and showers are safe for septic tanks.
- Main gas tap: This is against the outside wall to the side of the hut opposite the garden dig. There is a stop tap in the kitchen underneath the hobs.

- In the winter months the hut is not as well used so water to the outside taps must be turned off. If the hut is closed for more than a month all the taps and toilets must be flushed though for 10 minutes and shower heads to be soaked for 12 hours in disinfectant cleaner. The main water stop tap is in the cleaning cupboard.
- Organise hut maintenance weekends where members have a chance, if they choose, to help with hut maintenance. Produce a task list eg clean gutters, clean windows, deep clean kitchen etc.
- If you are not sure about any task leave it and put out an email to committee members who will be help.