**Swan Maintenance List**

**Attic**

Sort out bulkhead lights.

For whole building, finish labelling up the switches and sockets to their distribution box. Then publish document.

**Cellar**

Check the ventilation thing is running ok, and timbers look ok

**Auditorium**

DMX cables to add for auditorium left.

Tidy up ceiling tiles (some are out of place)

Tidy up ‘black tape’ around the vent system (some seems to have come loose)

Tidy up around Vent Ducting exit through wall

Mount Heating Thermostat (somewhere)

Tidy away stuff at the back of the auditorium

Check Auditorium Fire Exit lighting (looks like bulb gone).

Endplate of ‘Row A’ auditorium left needs fitting to the end of the seats.

Some sort of visual survey – to ensure everything above the audience heads is safe

Investigate Creaking Seat – D15

**Bar**

Protect Screen control electrics in bar store

**Dressing Room Female**

**Dressing Room Male**

**Foyer**

Tidy up electrical socket area behind coffee bar.

Light in boiler room, Fire Sensor & Ceiling?

Move clock back to a more prominent position

In my view – a small shelf behind the coffee counter would be very useful – you are always short of counter space back there!

Notes from Annetta:

* Foyer clock - please do not move without checking with me. It presents a problem wherever it is because it is see-through and difficult to read.
* Foyer - shelf for any trophies won in the future - that's if the Phoebe Rees awards are continuing.
* Lobby - hand gel dispenser - is it possible to either have a different one or none at all, preferably the latter. The current one, because it works on movement dispenses gel when not required and splatters people and makes a mess of the wall.
* (Certificates currently off the wall as one fell off - I'm sorting)

**Gallery**

3 phase cable along floor to route.

Labelling where needed to identify speaker leads etc.

Bay window for the gallery?

Low intensity lighting which doesn’t reflect in the glass window.

Finish high level trunking at far end of Gallery

Re-mount and box in projector (The problem is it sits on the floor – so everytime you walk along the floor it moves – could we hang the support off the front face? It would also help to box it in, for protection against being kicked or nudged. The boxing in would need to retain suitable ventilation)

**Garage**

Replace Genie battery and buy new lot of distilled water plus funnel

Fit a timer on a charging point so that the genie is not left on permanent charge

**Green Room**

**Kitchen**

Box in electrics

Box in Water Heater

**Outside**

Finish painting exterior

Trim back vegetation in the car park

Remove scaffold pole and other rubbish

Check fire escapes clear/clean

**Props Room**

Fit new dimmer switch – I did replace this, unless the replacement did not last long!

* Props Room - dimmer switch sorted - not sure who did it though but thanks.

New shelf for props cage

**SM area**

Fit new Audience Bells – the remote one continues to be unreliable, suggest we replace with a simple hardwired bell.

Reinstall masking curtain rail

Fit pelmet for marking curtain

Has the buzz on the intercoms been sorted?

**Stage**

Replace ceiling

Check and replace non-compliant lighting bar fixings.

Check 15 amp sockets all working and free from damage

Fix winch instructions to a small board on the wall

Install 2 more speaker circuits upstage (the wiring is partly in)

Scope / Install new Winch for Open/Close Main Tabs

Investigate ‘spongy’ floor Down Stage Left – timber may require replacement.

**Toilet – cast**

**Toilet – disabled**

Tap needs replacing (I think)

**Toilet – female**

I think a toilet roll holder needs fitting

Ladies Toilet - All needs TLC but primarily the outer wall which was treated for damp and then never finished and looks awful. There does appear to be a small area where damp is appearing again.

**Toilet – male**

Replace downlighter fitting over urinals (I have tried fixing it)

**Wardrobe**

**Workshop**

Fix fire door

Thin out doors stored on mezzanine

Clear out any unused items which are left/stored in the workshop.

Paint store, clear out gummed up spray paints, duplicate roller handles etc.

Replace/unblock drain pipe to sink.

Improve lighting under mezzanine near Fire Exit

Fit a timer on a charging point so that the drills are not left on permanent charge

Visual check and inspection of ladders

Paint store - roller handles and heads have been sorted by Mike so all compatible. By all means check spray cans. Emulsions are all ok as I checked recently. What would be good though is if anything that is building related ( plaster, varnish etc) is gone through because I swear half of it isn't needed and please can it all stay on the top shelf.