



PREMISES MANAGEMENT 2018

Oberlin Cottage is a rented property with relatively simple management arrangements.

Landlady is Cheryl Connell c/o 236a Greenacres Rd, Oldham, OL4 3ET

mobile: 07976 987722

Email: cherylconnell@hotmail.com

Repairs and maintenance

All matters concerning premises repairs and maintenance should be brought to the attention of the school's Proprietor-Zoe Thompson – (01457 829449 or 07891 553482) or to the Head of Learning, Alison Hughes, who will take whatever action is appropriate to deal with these.

The landlady is responsible for repairs and maintenance of the property, its fixtures and fitting including electrical (other than light bulbs), water and gas fitting. If repairs or emergency services (plumber, electrician) are required then Zoe or Alison will inform the landlady by phone or email and arrangements will be made for repairs to be carried out.

Routine, in-house maintenance

School staff may change light bulbs ensuring safe practice by working in pairs and using steps. They may also check fuse box switches in the event of a lighting failure.

Locations

- Gas supply meter is in the front porch
- Electric supply meter is in the front porch.
- The alarm control box is in the porch near the front door. Alarm code is 5468 and then press the tick (enter)
- The main fuse box/circuit breakers are in the front porch.
- Gas central heating switch and timer are on the 3 boilers -located in the kitchen, upstairs flat and upstairs sensory room.
- The water stop tap is located in the girls toilet downstairs

Security

At the end of each day all pupils and staff have jobs to do together which include checking that all blinds are drawn (removing laptops from external view), windows closed and doors are locked. Last person to leave must release the door catch and set the alarm.

Cleaning services are provided by contracted cleaners. Staff to put refuse and recycling bins by main gates on Friday evenings, returning them to our side of the building on Mondays after collections.

A J Hughes November 2018