

Maintenance

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Maintenance Wiki

Requirements

See [TC Office Requirements](#) for tips

Maintenance Priority

- Monastery maintenance contacts (at higher level (main maintenance page))
 - phone numbers and e-mails of SM and MM
- "report a malfunction" - module to send an e-mail to MM (at higher level (main maintenance page))
- people - who does what (at higher level (main maintenance page))
 - (LTLR - volunteers)
- site manager
 - contact them for:
 - procurement requests procedure
- maintenance manager
 - Contact them for:
- Panoramic view of buildings and systems
 - essential/critical information for building maintenance (water, electrics, fire safety, heating etc)
- Contractors list and emergencies
- Programmed maintenance calendar
- "new projects" feedback section
 - asking people for ideas and opinions on projects under development, surveys etc

To do

Put image on book cover

Site Manager

Site Manager	
Current Manager	Eleonora
Contact	site.manager@amaravati.org
Phone	07593 387526
Position	volunteer
Current Back-up	Maurice
Previous Managers	Ram

Repair and maintenance are an essential part of the monastery routine...

Role & Responsibilities

It is the job of the Site Manager to

Request assistance

see also **Maintenance Manager**

Maintenance Manager

Maintenance Manager	
Current Manager	Maurice
Contact	maintenance@amaravati.org
Position	volunteer
Current Back-up	
Previous Managers	

Repair and maintenance are an essential part of the monastery routine...

Role & Responsibilities

It is the job of the Maintenance Manager to

Request assistance

short form to fill in order to signal a malfunction (sends e-mail to Maurice for example)
TODO

- where
- what (details)
- date
- who

What to do if...

PAGE IN PROGRESS

Something does not work? Here is a quick summary of what you can do.

Emergencies (huge water leaks, electrical failures, gas issues)

Maintenance Manager: phone number

Site Manager : 07593 387526

Water leaks (link to site map with stopcocks positions)

Tripped breakers (link to site map with switchboards positions) - basic troubleshooting instructions

Gas smell/No gas: contact Maintenance Manager or Site Manager (they will call Milcom. do not call them directly unless MM and SM are not available)

Fire Brigade: call 999

First Aid: call 111

Something is broken

Log it in the book if you don't feel able to fix it (link to e-mail form)

or:

Log it in the book after you have fixed it (so Maintenance can check/keep an eye on it)

Power cuts (what to do, what to check afterwards)

Kitchen generator (how to run it and connect it, pictures of the right fuel drum etc) (links? is the same info somewhere else?)

Timers and other devices that need to be checked and reset

Beeping fire alarms

Maintenance Files

Links to documentation useful for maintenance (user manuals, site maps, building maps, certificates etc)

Current Projects

Programmed Maintenance Calendar

Contractor Contact List

Trade	Company	Name	Phone	E-mail	ABM liaison	Hour rate	Day rate	Notes
Electrician	RAG Electrics	Ram Godhania	07525 737678	rambhai@ragelectrical.co.uk	SM			
Electrician	Law Electric	Colin Woodham	07860 775315	colinlawelectric@btinternet.com	SM			Recommended by Josh Matterson
Electrician	SV Electrical	Silvio Verbena	07761 219362	sv.electrical@outlook.com	SM			Julian's electrician
Gas/Heating/Plumbing	Milcom	Peter McClean	07533 313301	milcomltd@icloud.com	SM			
Gas/Heating/Plumbing	Milcom	Damien McClean	07909 972326	milcomltd@icloud.com	SM			
Doors and Windows	Robin Riley	Robin Riley	07730 361671	robin.1@btinternet.com	SM			
Flooring	Steve Scarborough	Steve Scarborough	07764 235054	ca@beady1.co.uk	SM			home phone 01442 871137
Builder	General Building	Robert Mazur	07743 340600	robertmazur26@googlemail.com	SM			Good and fast, but always overbooked
Brickwork etc		Michael Delaney	07968 579290	michaelde08@gmail.com	SM			
Brickwork etc	Kelly's Construction	Jim Kelly	07768 140074	jim@kellysconstruction.co.uk				

Groundworks	Rodreid	John Reid	07768 012740	jreid@rodreid.co.uk	SM			please do not contact directly
Windows etc		Steve Wells	07983 499845					
Wood work-carpentry		Scott Miles	07980 315058	warwickmiles@hotmail.com	SM/MM			landline 01858 288751
Skip rental	Allgo	Steve	07850 205925		MM			
Roofing	Steve Wells	Steve Wells	07983 499845					
Chimney sweeping et al		Dan Sinnott	07883 545712	dfsinnott@yahoo.com	MM	-	-	volunteer
Chimney sweeping et al	Boxmoor Sweep Company and Stove				MM			
Asbestos surveys	Safety Surveys UK	Lee Ypey	07922 983 609	lee@safety-surveys.co.uk	SM			basic prices (monastery supporter)
Heatwood heat pumps (CE IH6-18)	Cool Energy	Dave Watson	01472 867497	sales@coolenergyshop.com	SM			
Possible (not tried yet)								
plumber	Graham Brunt	Graham	07802 426580					Caroline's neighbour
Electrician	Hernz Electrical	Michael Hearn	07738 377697			jigsaw's contractor		contacts w/ Rachaya
Electrician	Specialist Electrical	Michael Simm	07886 913693	m.simm@specialistelectrical.com				

Google Spreadsheet

Contractor Contact List

https://docs.google.com/spreadsheets/d/e/2PACX-1vQul5MUiYYnQSg5-sLuoKBia8_w0-UOPKJDD8C4gM2VxEQvup2NVtlolq6mdZuLe3r_Bip0nwoWN3-/pubhtml?widget=true&headers=false

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Electrician	Law Electric	Colin Woodham	07860 775315	colinlawelectric@btinternet.com	SM			Recommended by Josh Matterson
Electrician	SV Electrical	Silvio Verbena	07761 219362	sv.electric@outlook.com	SM			Julian's electrician
Gas/Heating/Plumbing	Milcom	Peter McClean	07533 313301	milcomltd@icloud.com	SM			
Gas/Heating/Plumbing	Milcom	Damien McClean	07909 972326	milcomltd@icloud.com	SM			
Doors and Windows	Robin Riley	Robin Riley	07730 361671	robin.1@btinternet.com	SM			
Flooring	Steve Scarborough	Steve Scarborough	07764 235054	ca@beady1.co.uk	SM			home phone 01442 871137

Builder	General Building	Robert Mazur	07743 340600	robertmazur26@gmail.com	SM			Good and fast, but always overbooked
Brickwork etc		Michael Delaney	07968 579290	michaelde08@gmail.com	SM			
Brickwork etc	Kelly's Construction	Jim Kelly	07768 140074	jim@kellysconstruction.co.uk				
Groundworks	Rodreid	John Reid	07768 012740	jreid@rodreid.co.uk	SM			please do not contact directly
Windows etc		Steve Wells	07983 499845					
Wood work-carpentry		Scott Miles	07980 315058	warwickmiles@hotmail.com	SM/MM			landline 01858 288751
Skip rental	Allgo	Steve	07850 205925		MM			
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