

Maintenance Team - terms of reference

Overview

The Maintenance team manages the library's planned and reactive maintenance together with all necessary liaison with Leicestershire County Council to report faults and defects within their area of responsibility including the fabric of the building.

The team reports to the Library Management Committee.

Membership of the team comprises members of the Committee and Volunteers with the necessary skills and experience to fulfil the team's purpose as defined in these terms of reference.

The team's particular areas of responsibility are as shown below.

Planned Maintenance

This includes but need not be limited to:

- Ensure the regular cleaning of filters in the air conditioning units
- Arrange annual service of air conditioning units
- Arrange portable appliance testing
- Arrange testing of fixed wiring
- Ensure that the library IT network is operational, including computers, tablets and printer equipment & supplies
- Ensure that the fire extinguishers are checked and serviced
- Clean the solar panels
- Regular inspection of the residual current devices.

When planned maintenance is required, the team's authority is as follows:

Estimated cost of work (inc VAT)	Team's authority
Up to and including £50	Carry out the work No need to clear with LMC in advance No need to inform LMC after the event.
Over £50 up to and including £100	Carry out the work No need to clear with LMC in advance Inform LMC after the event
Over £100	Clear with LMC in advance of carrying out the work

The financial thresholds are the same as those found in the expenses policy. As the thresholds in the expenses policy change over time in response to inflation, the thresholds in the table above will change similarly. Do we need to change these?

Reactive Maintenance

This includes but need not be limited to:

- Ensure effective response to leaks and faults in the plumbing and drainage system
- Replace failed lamps, lights and passive infrared units
- Install additional power sockets and IT wiring as required.
- Carry out minor electrical repairs
- Ensure automatic door faults are rectified
- Ensure that faults in the air conditioning / air-source heat pump system are rectified
- Ensure that defects in intruder alarm system are rectified.

When reactive maintenance is required, the team is authorised to use its own best judgement. If an emergency repair has to be carried out in order to keep the library functioning, then the team should use its discretion to act as it sees fit, reporting to LMC after the event.

General

Carry out minor DIY-type works eg wall shelving as and when required.

Reviewed by LMC 11 May 2026

Due for review April 2027