

# ALLISON CARGILL HOUSE COMMITTEE 2019

Role title	<i>Facilities management</i>
Reports to	<i>Chair of the house committee</i>

## Purpose

To support the running of Allison Cargill House on behalf of Girlguiding East Lothian

## Duties and responsibilities

Gas - annual service  
Electricity  
Broadband  
Refuse collection  
Water including Legionella  
Pest control  
PAT testing  
Chubb  
Fire safety

Review contracts, ensuring best value for money by changing supplier when appropriate.

Ensure paperwork is kept up to date in liaison with administrator.

Check that contracts are being met and chase up providers as required.

Ensure visitors to the house are using the facilities appropriately.

Updating the display board with any new regulations/information.

Liaise with House chair and administrator prior to making any alterations.

Being available to provide access to the house for contractors carrying out inspections.

