

FERRING VILLAGE HALL- MAINTENANCE FAULT REPORT

Email form to: ferringvh@gmail.com

(Form is on our website at: ferringvillagehall.org.uk under the section About the Village Hall / Village Hall Management)

Fault Report Number: 2019/_____/_____/_____ (Official use only)

Date Fault Noticed:_____/_____/2019 Time of Incident if known: _____

Date Fault Reported:_____/_____/2019

Reported by: _____(Name) Tel No: _____(optional)

User Organisation (if applicable): _____

Type of Fault : (Electrical, Plumbing, Fixture, Fitting etc) _____

Location of Fault: _____ (Room if known)_____

Description of Fault: _____

Suggested Repair Required:_____

Official use only

Fault Logged on: ____/____/2019

Action Required:

Likely Cost (if known) £_____

Action Taken:

Repairer Name and Contact:

Date Actioned on: ____/____/2019

Final Remarks:

Incident Closed on: ____/____/2019.

Cost (if known): £_____

“Ferring Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, fundraising, running and marketing events of the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for longer where required (eg: by our insurers). If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary”