

Martello24 Winter Weekly Check Visits – Checklist and Rota

1. Winter check visits will be undertaken as below from w/c 29 October 2018 to w/c 15 April 2020.
2. The visit to be on a Tuesday, or Wednesday, at a time to suit the Steward undertaking the checks, and to normally last about ½ hour.

Date of Visit..... **Steward**.....

	Where	Action	Comments/Observations
1.	Outside	Walk round the outside of the tower and visual check tower and pathways <i>[fortnightly – see NB*]</i>	
2.	Inside	Fully open both windows and both doors. Return windows to 2ins open and close doors on leaving	
3.	Ground Floor	Check for water on floor. Mop up as necessary	
4.	Ground Floor	Check all lights working OK	
5.	Ground Floor	Visual check of all areas	
6.	First Floor	Empty the buckets, mop up and replace the newspaper, as necessary	
7.	First Floor	Check all lights working OK	
8.	First Floor	Visual check of all areas	
9.	Stairs to Roof	Mop up and replace newspaper, as necessary	
10.	Stairs to Roof	Check light working OK	
11.	Stairs to Roof	Visual check of all areas	
12.	Roof	Visual check of all areas	
13.	Log/Diary	Record the visit and anything found in the log/diary	

NB Re 1. Please check in Flishers's office re dogs before check*

Other Comments/Observations

NB Please advise Peter of anything which it is felt should be reported to English Heritage or if a check visit is not undertaken for any reason

Rota

2018 w/c	Steward	Done	2019 w/c	Steward	Done	2019 w/c	Steward
29	Richard	31 Oct	7 January	Andy Curran		4 March	Andy Curran
5*	Andrew		14*	Richard		11*	Richard
12	Andy Curran		21*	Terry Mullard		18	Terry Mullard
19*	Richard		28*	Andrew		25*	Andrew
26	Terry Mullard		4 February*	Andy Curran		1 April	Andy Curran
3 December*	Andrew		11*	Richard		8*	Richard
10	Andy Curran		18*	Terry Mullard		15	Terry Mullard
17*	Richard		25*	Andrew			
24	Terry Mullard						
31*	Andrew						

** Please check in Flishers's office re dogs before doing check 1.*