## A useful checklist to understand what tasks are required for managing the use of your facility, who coordinates and who carries out the tasks.

## Table 2.3: Managing the use of the asset

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Decisions required** | | | |
| **What is required** | **Who will arrange it** | **Who will do it** | **Staff, volunteer or contractor** |
| **Insurance (land/buildings/public liability/ employers’ liability/contents)** For example:  Develop specifications, inventories, risk assessments  Negotiate and secure cover  Renew |  |  |  |  |
| **Marketing/letting space**  For example:  Preparation and agreement of terms of tenancies or leases  Development of booking and hiring policies and prices  Specifications of service contracts |  |  |  |  |
| **Promotion/publicity**  For example:  Development and production of publicity materials  Managing social media/websites |  |  |  |  |
| **Tenants’ liaison**  For example:  Support programmes – individual support to tenants on workspace or housing lettings and management issues  Inspections Credit control  Liaison over repairs/improvements |  |  |  |  |
| **Administration**  For example:  Determining hire rates of hall or other spaces/service charges  Managing booking systems Credit control  Collecting monitoring information – building users, number of enterprises or local projects supported etc |  |  |  |  |
| **Other** |  |  |  |  |