## 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 assessmentsNegotiate and secure coverRenew |  |  |  |  |
| **Marketing/letting space**For example:Preparation and agreement of terms of tenancies or leasesDevelopment of booking and hiring policies and pricesSpecifications of service contracts |  |  |  |  |
| **Promotion/publicity**For example:Development and production of publicity materialsManaging social media/websites |  |  |  |  |
| **Tenants’ liaison**For example:Support programmes – individual support to tenants on workspace or housing lettings and management issuesInspections Credit controlLiaison over repairs/improvements |  |  |  |  |
| **Administration**For example:Determining hire rates of hall or other spaces/service chargesManaging booking systems Credit controlCollecting monitoring information – building users, number of enterprises or local projects supported etc |  |  |  |  |
| **Other** |  |  |  |  |