

Purleybury Tennis Club Maintenance Schedule Review by David Stantiall and John Davey Friday 9 October 2015	Last renewed. Next due for review	Work done in 2015/16	2016/17 Essential	2016/17 Desirable
Courts	Fundamentally the playing surface is in good condition.			
- Playing surface	Asset life 8 years. Review 2016 - we should expect to replace the courts in 2020			Reset brick behind Court 3 (far end) - outstanding from last year
- Cleaning	Annual cleaning with a pressure hose required to maintain drainage and prevent the accumulation of fine debris. Spray with weedkiller and algae inhibitor . Cost around £1000 to be done professionally, ideally in November after the leaves have fallen	A trial area was successfully cleaned with a pressure hose	There is algae on the courts particularly in the shadow of the trees. This needs to be cleaned away before the courts become waterlogged and slippery	
- Painting	Review every 4 years. Due 2018			
- lines	Review every 4 years due 2018			
- Nets	Review annually	The nets were rewired within the net posts Ringbolts were installed to secure the nets	The winder is missing from court 2 and needs to be replaced	Consider clips for securing the centre tapes to the ring bolts

<p>- Practice wall</p>	<p>Needs repair or replacement now</p>			<p>Remove remaining board, repair and reinstate if possible and improve netting above the boards - outstanding from last year</p> <p>If reinstated replace light for practice wall</p>
<p>- Fences</p>	<p>Review every 10 years</p>		<p>Tighten up tensing of wires at both ends Repair and where necessary replace gravel boards Spray weedkiller behind gravel boards</p>	<p>Pressure clean frame at clubhouse end of court 1</p> <p>Paint metal frames</p>
<p>- Advertising hoarding</p>	<p>Review annually</p>			
<p>- Floodlights</p>	<p>13 year asset life. Review 2015 - we should expect to replace in the next 2-5 years Inspect annually - Keep the face of the light fitting (luminaire) lens clean - All equipment, exposed to the elements, should be checked to ensure the integrity of the weather sealing - An inspection to ensure the tightness of ALL electrical connections</p>	<p>Annual inspection was carried out. 2 bulbs were replaced and some electrical repair work was carried out. The angles of the boxes were adjusted</p>	<p>Annual inspection The ivy on the pylon at the far end of court one must be removed</p>	<p>Paint pylons - carried over from 2015/16 The light from the bulbs is not consistent across the courts and the angles of the boxes require further adjustment</p>

<p>Perimeter</p>	<p>The perimeter of the club has been substantially improved. The gate in the corner of the courts is locked and overgrown but is not used. The other gate and steps to the croquet club are in good condition.</p> <p>Part of the hedge to the right of the Brancaster Lane entrance has died and been removed. Part of the remaining hedge is dead or dying from honey fungus. There is no point in replacing the existing hedge like for like as the fungus is in the soil. It is reasonable to assume it will kill the rest of the hedge eventually. The minimum requirement is to remove the hedge completely as far as the fifth post from the entrance, and cut the ret back from the road by 12". Alternatively the whole hedge could be removed and a new screen erected. Due account would need to be taken of the views of the members and the residents. On the Purley Bury Avenue side the fittings for the gate need to be removed or repaired and the gate rehung.</p> <p>The perimeter behind the club house is in poor condition and we believe is the responsibility of the neighbouring houses. However, we do have a fire exit at the back of the clubhouse and if necessary we will need to confirm who is responsible for the fences and if it is us, repair them. If it is our neighbours then we will have to approach them.</p>			
<p>- Hedges</p>	<p>Cut twice a year</p>	<p>The hedges have been reduced in both height and width</p>	<p>Reduce width of hedge on inside of Purley Bury Avenue perimeter</p>	<p>Cut at an angle to enable retrieval of balls</p>
<p>- Fences</p>	<p>The hedges and shrubs to the left of the Brancaster Lane entrance have been removed and replaced with a robust 5' fenced topped with a trellis. The hedge at the back of the car park has been reduced in height to 6'. A slabbed area has been provided for the rubbish bins at the back of the car park allowing an additional parking space.</p>			
<p>Garden</p>	<p>Regular maintenance and replanting</p>	<p>Two areas of garden have been created at either side of the Brancaster Road entrance</p> <p>Hanging baskets have been provided</p>		

Shrubbery	Regular pruning and cutting back			
- Steps to croquet lawn				
- Signage and notices			Safety signs on gates need to be reinstated	
Car Park	Asset life 10 years, expired 2013. Check annually	Lorry proof drain was provided at the Brancaster Lane Entrance		
Paths - There is a public right of way through the club			The drainage grills at the side of the path need to be lifted and cleaned. The paths need to be sprayed with weedkiller	The sloping render by the side of the court needs to be reinstated especially by court 4 - carried over from 2015/16
External lighting	The three movement sensitive solar lights need to be checked		One of the movement sensitive lights does not work	Consider providing an additional light
Patio area	Asset life 10 years. Review 2023			
- Paving				
- Plants				

- Furniture			<p>Jet clean the furniture in the spring</p> <p>Check the floodlight and if necessary consider LED replacement</p>	
Trees	These are the responsibility of the Council	The council were due to lop the trees but ran out of money. They cannot guarantee they will be done in 2016/17	<p>The fallen leaves will need to be cleared from all areas around the club's buildings</p> <p>Press the council to lop the trees</p>	
Top Building				
- Interior				One of the strip lights was not on and may need replacement - carried forward from 2015/16
- Exterior		<p>Walls and woodwork repainted</p> <p>Ivy pruned</p> <p>Shrubs cleared</p>		
- Roof		4 supporting posts repaired or replaced		
- Gutters		Cleared	Clean after leaves have fallen	

- Veranda (top building)			Repoint and repair brickwork on steps	Consider installing a fence for safety of juniors
Shed		The patio gas cylinders are now stored there and a notice has ben put on the door		
MDL Building				
- Interior				
- Exterior walls and paintwork		Repainted		
- Roof				
- Gutters		Cleared	Clean after leaves have fallen Repair downpipe on left side of building	
Main club house				
- Exterior	Regularly clear foliage behind club house to maintain egress		Clear area behind club house of shrubs and debris to permit safe egress from the fire exit	
- Exterior walls and paintwork		Repainted		

- Roof	Clear moss and debris as required	The roof was cleared of several years of accumulated moss and debris		
- Gutters		Cleared	Clean after leaves have fallen	
Veranda - Decking - Balustrade - Furniture - Steps - Ramp	Renew/refurbish every 10 years. The original woodwork was not high quality therefore regular inspection is essential	Fully reinstated and treated	The leading edges on the steps to the bar should be painted white Once the leaves have fallen the area under the veranda must be cleared of debris	Retreat all woodwork
Bar				
- Furnishings				
- Optics				
- Lighting		The ceiling lights in the bar were all replaced	Light in kitchen area needs replacing	
- Decoration		The bar interior was repainted		
Keg Store		The keg store was cleared out and reorganised Balustrade repaired and treated		
Kitchen				

- Heater				Fire not on wall. Check if it works. Repair or replace - carried forward from last year
- Barbecue				Check it is safe to use
- Decoration			Trim on kitchen cupboard door next to cooker hood coming off	Repaint?
- Cupboard				
- Henry				Check
- Extension cable				Check
- Furniture				
Changing Rooms/Toilets				
- Mens toilets				
- Ladies toilets		Bench provided		
- Disabled toilet			Not usable because broken net and bar stool obstruct the wc - both must be removed Cistern handle broken	
- Shower				
- Wash basins			Hot water feed leaks in disabled toilet	
- Furnishings				
- Decoration				
- Hand dryers				All 3 work

Telephone				Does not appear to work - no dial tone
Fire Precautions	Fire risk assessment carried out 11 June 2015			
- Smoke detectors	Check monthly. Batteries replaced 18 December 2014. Next due for replacement June 2016	The smoke detectors in the tea room, outside the toilets, and the two in the bar were tested and faulty ones were replaced as necessary. All four smoke detectors were fitted with new Duracell 1.5v batteries, and all were successfully tested and working at 3pm, 18.12.14		
- Fire extinguishers			The fire extinguishers need to be checked by a qualified service engineer and where necessary refilled or replaced. Arrangements need to be made for annual servicing. The CO2 and Water extinguishers in the kitchen need to be fixed to the wall	
Fire Blanket		A sign has been provided in the kitchen		
- Emergency exits		Shrubby and brambles removed from rear fire exit 17 December 2014		
- Fire doors				

- Emergency lights			<p>An emergency light needs to be provided over the exit from the bar to the veranda</p> <p>The fire exit sign needs to be replaced as it is peeling off the wall</p> <p>The emergency light over the door from the kitchen to the veranda does not work</p> <p>An emergency light needs to be provided over the dorr from the kitchen to the back of the building</p>	
Accidents				
Accident Book		Available in bottom drawer in kitchen. Notice on notice board		
First aid		First aid kits available in kitchen. Notice posted		
Security				
Locks				
Burglar alarm		Not in use		
CCTV?		Works except camera in car park		
Maintenance equipment				
- Leaf blower			Check it is safe to use	

Electrical equipment			All electrical equipment should be tested by a qualified electrician and labelled and a schedule prepared for subsequent testing - see separate list	