

Purley Bury Tennis Club Maintenance Schedule Review by John Davey 21 November 2016	Last renewed. Next due for review	Work done in 2016/17	2017/18 Essential	2017/18 Desirable
<b>Courts</b>	Fundamentally the playing surface is in good condition.			
<b>- Playing surface</b>	Asset life 8 years. Members have reported that the courts are slightly bumpy but they are still essentially sound - we should expect to replace the courts in 2020	Loose brick behind court 3 reset		
<b>- Cleaning</b>	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	Professional cleaning carried out for all courts		Professional cleaning is required every 12-18 months
<b>- Painting</b>	Review every 4 years. Due 2018			
<b>- lines</b>	Review every 4 years due 2018			

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<b>- Nets</b>	Review annually	New nets/wires have been provided where required. The winder on court 2 has been replaced. All net tie straps have been replaced on 1 <sup>st</sup> December, 2016, and heights have been preset		
<b>- Practice wall</b>	Needs repair or replacement now - fund raising event planned for June 2017	The switch for the light has been replaced. A light will be installed as part of the proposed refurbishment	The right hand panel of the remaining wall is coming loose and must be re attached to the frame.	
<b>- Fences</b>	Review every 10 years	Gravel boards have been provided where required	There is a problem with the fence supports between the tennis courts and the croquet lawns. 2 supports behind court 4 and 3 supports behind court 2 are leaning. This should be investigated at the same time as the floodlight pylons	
<b>- Advertising hoarding</b>	Review annually			

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<b>- Floodlights</b>	13 year asset life. Reviewed 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	Extensive work has been carried out on the flood lights. A full electrical survey has been carried out, token boxes replaced and junction boxes renewed. All the bulbs are about to be replaced and the luminaires cleaned and adjusted, work instructed for 5 <sup>th</sup> December, 2016.	Annual inspection  The pylons between courts 2 & 3 and 4 & 5 at the croquet lawn end are leaning. Any further deterioration will damage the courts so this must be addressed	Paint pylons - carried over from 2015/16
<b>Perimeter</b>	<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 dead hedge completely, and keep the rest trimmed. Alternatively the whole hedge could be removed and a new screen erected or foliage provided. Due account would need to be taken of the views of the members and the residents.</p> <p>On the Purley Bury Avenue side, the fittings for the gate have been replaced, and the gate has been rehung and painted.</p> <p>The perimeter behind the club house is in poor condition and we believe is the responsibility of the neighbouring houses. At least 2 of the neighbours have erected fences which encroach on land owned by Brancaster Grounds. This needs to be addressed by the owners.</p>			

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<b>- Hedges</b>	Cut twice a year	The hedges have been kept trimmed		
<b>- Fences</b>	Routine maintenance			The low fence behind court 1 is damaged with 3 posts and one panel needing attention
<b>Garden</b>	Regular maintenance and replanting	The garden has been maintained in good order		
<b>Shrubbery</b>	Regular pruning and cutting back			
<b>- Steps to croquet lawn</b>	Condition needs visual check annually.			
<b>- Signage and notices</b>		New safety signs provided	Safety signs on gates need to be renewed	
<b>Car Park</b>	Asset life 10 years, expired 2013. Check annually			

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<b>Paths - There is a public right of way through the club</b>			The public right of way needs to be checked with the owners i.e. is it just a right of way over land owned by Brancaster Grounds or is it a council owned footpath between the tennis club and the houses	The sloping render by the side of the court needs to be reinstated especially by court 4 - carried over from 2015/16
<b>External lighting</b>	The three movement sensitive solar lights need to be checked	The movement sensitive lights have been replaced		
<b>Patio area</b>	Asset life 10 years. Review 2023			
<b>- Paving</b>				
<b>- Plants</b>				
<b>- Furniture</b>		Floodlight replaced		Jet clean the furniture in the spring

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<b>Trees</b>	It is not clear whether these are the responsibility of the Council or the club - see right of way			Reduce the crowns by one third
<b>Top Building</b>				
<b>- Interior</b>				One of the strip lights was not on and may need replacement - carried forward from 2015/16
<b>- Exterior</b>	Painted 2015			
<b>- Roof</b>			The gutter at the rear is broken and some of the supporting beams are rotten and need to be replaced	
<b>- Gutters</b>		Cleared	Clean after leaves have fallen	

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<b>- Veranda (top building)</b>			Repoint and repair brickwork on steps - carried forward from 2015/16	Consider installing a fence for safety of juniors
<b>Shed</b>				
<b>MDL Building</b>				
<b>- Interior</b>				
<b>- Exterior walls and paintwork</b>	Painted 2015			
<b>- Roof</b>				
<b>- Gutters</b>		Cleared	Clean after leaves have fallen	
<b>Main club house</b>				

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<b>- Exterior</b>	Regularly clear foliage behind club house to maintain egress	The fire exit to the rear of the building is not required as safer egress is available to the front of the building from the bar and the kitchen	Clear area behind club house of shrubs and debris	Lay slabs, or weed proof membrane, if possible to reduce maintenance over time
<b>- Exterior walls and paintwork</b>		Repainted 2015		Rear of buildings need painting
<b>- Roof</b>	Clear moss and debris as required - cleared 2015			
<b>- Gutters</b>		Cleared	Clean after leaves have fallen	
<b>Veranda</b> <b>- Decking</b> <b>- Balustrade</b> <b>- Furniture</b> <b>- Steps</b> <b>- Ramp</b>	Renew/refurbish every 10 years. The original woodwork was not high quality therefore regular inspection is essential Refurbished 2015	The front 12 boards x 23 metres of the verandah are scheduled for replacement on 8 <sup>th</sup> December. The post balls and caps will be replaced at the same time.	The wood work has deteriorated again and is in need of repair. Two of the post balls are missing. Once repaired, the woodwork needs to be retreated	
<b>Bar</b>				
<b>- Furnishings</b>			The upholstery of the seating and chairs is deteriorating and needs to be repaired or replaced	



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- Optics				
- Lighting	Replaced 2015	The light in the kitchen area was replaced		
- Decoration	Repainted 2015	The emergency light was moved to the front exit, and the wall has been made good but needs painting.		The area behind the bar needs redecoration
Keg Store			The door to the keg store is damaged at the bottom and needs repair	
Kitchen				
- Heater			There is no heater in the kitchen. A thermostatically controlled replacement is to be sourced to prevent the possibility of pipes freezing	

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- Barbecue			Before the next event at which the barbecue is to be used the event organiser must check that it is in good working order	
- Decoration			Trim on kitchen cupboard door next to cooker hood coming off - carried forward from 2015/16	Repaint?
- Cupboard				
- Henry		PATs tested 1 <sup>st</sup> December 2016	PATs test required biannually	
- Extension cable		PATs tested 1 <sup>st</sup> December 2016	PATs test required biannually	
- Furniture				
Changing Rooms/Toilets				
- Mens toilets		Sensors now turn on the lights		
- Ladies toilets		Sensors now turn on the lights		
- Disabled toilet		Cleared and made available for use		

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- Shower				
- Wash basins		Hot water feed in disabled toilet checked for leaks and repaired, PATS tested 1 <sup>st</sup> December 2016		
- 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 21 June 2016 and 12 September 2016			

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<b>- Fire extinguishers</b>	<p>There are the following fire extinguishers at PBTC:-</p> <p>1 carbon dioxide extinguisher (for electrical fires) positioned at the rear door behind the bar at the fire exit. This is positioned to be able to be used on the electrical equipment in the back bar area.</p> <p>1 water fire extinguisher is now positioned on the wall to the left of the exit door from the bar.</p> <p>1 water extinguisher is fixed to the wall by the rear exit door in the communal area adjacent to the toilets.</p> <p>1 carbon dioxide extinguisher (for electrical fires) is now positioned on the wall to the left of the exit door from the tea room area.</p> <p>These were inspected 14 January 2016</p> <p>The two carbon dioxide extinguishers will reach their 'end of life' in January 2018, and will need replacing</p> <p>The next inspection is due in January 2017</p>			
<b>- Fire extinguishers</b>			<p>There appear to be two water extinguishers in the bar, one of which is standing on the floor by the main entrance to the bar. This needs to be wall mounted. The CO2 extinguisher in the kitchen needs to be reattached to the wall. There is no tag on the water extinguisher fixed to the wall by the rear exit door in the communal area adjacent to the toilets.</p>	

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<b>Fire Blanket</b>		A sign has been provided in the kitchen	Although there is a sign saying there is a fire blanket it is not obvious where it is (it is in the cupboard over the draining board) It should be relocated so that it is clearly visible in the vicinity of the sign or the sign should say clearly where it can be found	
<b>- Emergency exits</b>			There is no longer a fire exit to the rear of the building but the emergency light is still positioned over the old fire exit door. This must be moved to be over the door to the kitchen which is now the fire exit.	
<b>- Fire doors</b>			The fire exit sign is on the door to the kitchen but often cannot be seen because the door is left open. It should be moved to a position above the door, which should normally be kept shut.	

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<b>- Emergency lights</b>		An emergency light has been provided over the exit from the bar to the veranda and the fire exit sign replaced	The emergency light over the door from the kitchen to the veranda does not work - carried over from 2015/16	
<b>Accidents</b>				
<b>Accident Book</b>		Available in bottom drawer in kitchen. Notice on notice board		
<b>First aid</b>		First aid kit available in kitchen. Notice posted. New kit provided December 2016		

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	<b>Contents:</b> 2 x Instant Cold (Ice) Packs 1 x 15ml Sterile Eye Wash 2 x Conforming Bandages 7.5cm x 4.5m 2 x Conforming Bandages 5.0cm x 3.6m 2 x Triangular Bandages 96cm x 96cm x 136cm 1 x First Aid Tape Roll 1.25cm x 4.5m 3 x Wound Dressing 10cm x 10cm 1 x Crepe Bandage Roll 7.5cm x 4.5m 2 x Sterile Eye Pad 6cm x 8cm 30 x Adhesive Plasters 1.9cm x 7.6cm 10 x Adhesive Plasters 1.0cm x 4.0cm 1 x Foil Emergency Blanket 130cm x 210cm 3 x Non Adherent Pad 3" x 3" 2 x Knuckle Fabric Strips 7.5cm x 3.8cm 2 x Fingertip Fabric Strips 5.8cm x 4.5cm 10 x Antiseptic Wipes 12 x Safety Pins 2 x Pairs of Medium Gloves 1 x Plastic Tweezers 1 x Medical Scissors			
<b>Security</b>				
<b>Locks</b>				
<b>Burglar alarm</b>		Not in use		
<b>CCTV</b>		Works except camera in car park		

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<b>Maintenance equipment</b>				
<b>- Leaf blower</b>			Check it is safe to use	
<b>Electrical equipment</b>			PATs testing scheduled for 1 December 2016	



**Bar**

Coffee maker  
Electric pumps and cooling x 2  
Amplifier and associated equipment  
Credit card machine  
Tills x 2  
Fridges x 2  
Air conditioning x 2  
Dish washer  
Ice machine  
Computer  
TVs x 2  
Disco lights  
Burglar alarm (not used)  
Wall heaters x 4  
Broadband

**Toilets**

Hand dryers x 3  
Water heaters x 3

**Kitchen**

Wall heater  
Double oven  
Fridge  
Microwave oven  
Kettle  
Extractor fan  
Hob  
Vacuum Cleaner  
Extension cable  
Hot water supply

Fuse Box (labelling)