

## Electrical equipment

Purley Bury Tennis Club Maintenance Schedule Review by John Davey December 2017/March 2018	Last renewed. Next due for review	Work done in 2017	2018 Essential	2018 Desirable
<b>Courts</b>	The playing surface is showing early signs of deterioration with loose stones and small holes			
<b>- Playing surface</b>	Asset life 8 years. Members have reported that the courts are slightly bumpy. There are loose stones and small holes especially behind court 5 - we should expect to replace the courts in 2020			
<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	The courts were cleaned in February 2018		
<b>- Painting</b>	Review every 4 years. Due 2018. The painting is still adequate and as the courts are due to be renewed in 2020 it is not worth painting the existing surface again			
<b>- lines</b>	Review every 4 years due 2018			

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<b>- Nets</b>	Review annually	The clips on the nets have been improved		
<b>- Practice wall</b>	Due for replacement	The remaining panels were secured and the frame painted. A fundraising event was held and new panels have been ordered	The new wall needs to be installed and a light	
<b>- Fences</b>	Review every 10 years			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,. However, they appear to be robust at the moment. This should be investigated at the same time as the floodlight pylons

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<b>- Advertising hoarding</b>	Review annually			
<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		Annual inspection	The pylons between courts 2 & 3 and 4 & 5 at the croquet lawn end are leaning but they appear to be robust at the moment. The lights are due to be replaced in 2020
<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. This could be addressed when the Courts and floodlights are replaced because there maybe scope to move the fence to the extreme boundary of our property to improve court 5</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 and the club buildings has been repaired		
<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>				
<b>- Signage and notices</b>		New safety signs provided, but need to be replaced again and new notices regarding court usage by juniors provided	Notice boards are to be provided for the safety notices adjacent to the gates to the courts	
<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 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			
<b>Patio area</b>	Asset life 10 years. Review 2023			
<b>- Paving</b>				
<b>- Plants</b>				
<b>- Furniture</b>				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. However, the council have not been willing to do any work on the trees and it seems likely that they are the responsibility of the club as we appear to own the land and there is merely a public right of way over it			Reduce the crowns by one third
<b>Top Building</b>				
<b>- Interior</b>			There has been a serious leak from the disused toilet which flooded the floor. The lock on the door was broken There are lots of cobwebs and these need to be removed. One of the strip lights was not on and needs replacement - carried forward from 2015/16. Everything needs to be put in order for continued use by the juniors and the election in May	
<b>- Exterior</b>	Painted 2015			

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<b>- Roof</b>			The gutter at the rear is broken and some of the supporting beams are rotten and need to be replaced - carried forward from 2016/17	
<b>- Gutters</b>		Cleared	Clean in the spring	
<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. Repair required at rear of building	

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<b>Main club house</b>				
<b>- Exterior</b>	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	
<b>- Exterior walls and paintwork</b>		Repainted 2015		
<b>- Roof</b>	Clear moss and debris as required - cleared 2015			
<b>- Gutters</b>		Cleared	Clean in spring	
<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	All the necessary repairs were carried out in 2017 and the veranda was repainted	Check for any further rot and repaint	



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<b>Bar</b>		Heater in bar repaired	A budget of £3,000 has been allocated for refurbishing the bar	
<b>- Furnishings</b>			The upholstery of the seating and chairs is deteriorating and needs to be repaired or replaced. The floor covering in front of the bar must be repaired	Replace the floor covering
<b>- Optics</b>				
<b>- Lighting</b>	Replaced 2015			
<b>- Decoration</b>	Repainted 2015			The area behind the bar needs redecoration
<b>Structure</b>			Two of the external wall panels are cracked, one significantly. This needs to be investigated and any necessary repairs carried out	
<b>Keg Store</b>				

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<b>Kitchen</b>			Lights need to be checked. 3 out of four florescent tubes appear not to work	
<b>- Heater</b>		A new heater has been provided		
<b>- Barbecue</b>			Before the next event at which the barbecue is to be used the event organiser must check that it is in good working order	
<b>- Decoration</b>		Trim on kitchen cupboard door next to cooker hood repaired		Repaint?
<b>- Cupboard</b>				
<b>- Henry</b>			PATs test required	
<b>- Extension cable</b>			PATs test required	
<b>- Furniture</b>				
<b>Changing Rooms/Toilets</b>				
<b>- Mens toilets</b>				
<b>- Ladies toilets</b>				

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- Disabled toilet				
- Shower		Shower repaired and pull switch replaced		
- Wash basins		Hot water feed repaired in disabled toilet	Tap broken in gents	
- Furnishings				
- Decoration				
- Hand dryers		All 3 work		
Telephone	No longer in use			
<b>Fire Precautions</b>	Fire risk assessment carried out 11 June 2015			
- Smoke detectors	Check monthly. Batteries replaced September 2017		Smoke alarm outside toilets needs to be replaced	

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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 16 February 2017</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 February 2018</p>			
<b>- Fire extinguishers</b>			Inspection Overdue. Carbon dioxide extinguishers due for replacement	

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<b>Fire Blanket</b>		A sign has been provided in the kitchen. Fire blanket in place and visible		
<b>- Emergency exits</b>			There is no longer a fire exit to the rear of the building but the emergency light is positioned on the ceiling. This must be moved to be over the door to the kitchen which is now the fire exit.	
<b>- Fire doors</b>		Fire exit sign positioned above kitchen door outside the toilets	The kitchen door from the rear of the building should normally be kept shut.	

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<b>- Emergency lights</b>			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 second drawer in kitchen. Notice on notice board 2 accidents recorded		
<b>First aid</b>		First aid kit available in kitchen. Notice posted. New kit provided December 2016		

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<b>Items in red require replacement</b>	<p><b>Contents:</b></p> <ul style="list-style-type: none"> <li>2 x Instant Cold (Ice) Packs</li> <li>1 x 15ml Sterile Eye Wash</li> <li>2 x Conforming Bandages 7.5cm x 4.5m</li> <li>2 x Conforming Bandages 5.0cm x 3.6m</li> <li>2 x Triangular Bandages 96cm x 96cm x 136cm</li> <li>1 x First Aid Tape Roll 1.25cm x 4.5m</li> <li>3 x Wound Dressing 10cm x 10cm</li> <li>1 x Crepe Bandage Roll 7.5cm x 4.5m</li> <li>2 x Sterile Eye Pad 6cm x 8cm</li> <li>30 x Adhesive Plasters 1.9cm x 7.6cm</li> <li>10 x Adhesive Plasters 1.0cm x 4.0cm</li> <li>1 x Foil Emergency Blanket 130cm x 210cm</li> <li>3 x Non Adherent Pad 3" x 3"</li> <li>2 x Knuckle Fabric Strips 7.5cm x 3.8cm</li> <li>2 x Fingertip Fabric Strips 5.8cm x 4.5cm</li> <li>10 x Antiseptic Wipes</li> <li>12 x Safety Pins</li> <li>2 x Pairs of Medium Gloves</li> <li>1 x Plastic Tweezers</li> <li>1 x Medical Scissors</li> </ul>			
<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 carried out 1 December 2016		Annual PSTs test required	



## Electrical equipment

### **Bar**

Coffee maker  
Electric pumps and cooling x 2  
Coke siphon  
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)