

Purley Bury Tennis Club Maintenance Schedule 2019

Review by John Davey 3 December 2018	Last renewed. Next due for review	Work done in 2018	2019 Essential	2019 Desirable
Courts	The playing surface is showing early signs of deterioration with loose stones and small holes			
- Playing surface	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			Renew the playing surface. It is proposed to review the available surfaces with a consultant and make a recommendation to the membership. Once a proposal has been agreed and estimates obtained, grants will be sought for the preferred contract. There is a dependency on funding, letting and completing the contract for replacing the floodlights
- 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	The courts were cleaned in February 2018		This needs to be considered if the renewal of the courts is delayed
- Painting	Review every 4 years. Due 2018.			This will be done when the surface is renewed
- lines	Review every 4 years due 2018			

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- Floodlights	<p>13 year asset life. Reviewed 2015 - we should expect to replace in the next 2-5 years Inspect annually</p> <ul style="list-style-type: none"> - 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>These are due for replacement with LED lights. A consultant will be appointed to draw up a specification and go out to tender. The consultants recommendation will be considered by the Board and the membership kept informed. Once a tender has been agreed, grant funding will be sought to finance the new lights in addition to using the sinking fund. The work will deal with the pylons between courts 2 & 3 and 4 & 5 at the croquet lawn end which are leaning (they appear to be robust at the moment.)</p>	
- Advertising hoarding	Review annually			
- Fences	Review every 10 years		<p>The wire at the Club House end of court 1 is slack and needs tightening to avoid becoming a safety hazard</p>	<p>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</p>

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- Nets	Review annually		There are holes in the nets on courts 2 & 4 which need to be replaced	
- Practice wall	Provided in 2018, review 2023	Replaced	There are holes in the netting above the wall which needs to be replaced	
Perimeter	<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 steps to the croquet club both need weeding and cleaning</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. Court 1 could also be expanded by putting a retaining wall on our boundary thereby allowing some realignment of the courts</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>			
- Hedges	Cut twice a year	The hedges have been kept trimmed		The hedges could do with a winter trim. Also the shrubs at the Club House end of court 5 are encroaching through the fence and need to be pruned
- Internal Fences	Routine maintenance			
Garden	Regular maintenance and replanting	The garden has been maintained in good order		The flowerbeds need to be cleared of leaves and weeds for the winter
Shrubbery	Regular pruning and cutting back			

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- Steps to croquet lawn			These need to be cleared of leaves and weeds and cleaned as soon as possible	
- Signage and notices		Notice boards provided outside courts		
Car Park	Asset life 10 years, expired 2013. Check annually			
Paths - There is a public right of way through the club			The drainage channel outside the courts needs to be cleared of debris	The sloping render by the side of the court needs to be reinstated especially by court 4.
External lighting	The three movement sensitive solar lights need to be checked			
Patio area	Asset life 10 years. Review 2023			
- Paving				
- Plants				
- Furniture				Jet clean the furniture in the spring
Trees	There are several very large trees behind the club house which deposit a vast quantity of leaves and sap onto the courts and cause moss and lichen to grow	The neighbours have been consulted and a contribution towards the cost of lopping sought		Reduce the crowns by one third

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Top Building	It is proposed that greater use of this building is made by Juniors and during courses when the weather is bad. It is also used for elections. Therefore it is essential that it is cleaned and all facilities put in order			
- Interior		The leak from the disused toilet has been repaired and the lock on the door replaced	It needs a thorough clean, especially the inside windows. One of the strip lights was not on and needs replacement. Carried forward from 2015/16. One of the heaters does not work and needs to be repaired or replaced.	
- Exterior	Painted 2015			
- Roof			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	
- Gutters		Cleared	Cleaning required immediately	
- Veranda (top building)			Repoint and repair brickwork on steps - carried forward from 2015/16	Consider installing a fence for safety of juniors
Shed				

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MDL Building				
- Interior				
- Exterior walls and paintwork	Painted 2015			
- Roof				
- Gutters		Cleared	Cleaning required immediately	
Main club house				
- Exterior				
- Exterior walls and paintwork		Repainted 2015		
- Roof	Clear moss and debris as required - cleared 2015			
- Gutters		Cleared	Cleaning required immediately	
Veranda				
- Decking	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 2018 and the veranda was repainted	The decking needs repainting and repair as required. The top step to the bar is rotting	
- Balustrade - Furniture				
- Steps				
- Ramp				

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Bar		Heater in bar repaired	A budget of £3,000 has been allocated for refurbishing the bar	
- Furnishings			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
- Optics				
- Lighting	Replaced 2015	Ceiling replacement under way		
- Decoration	Repainted 2015			The area behind the bar needs redecoration
Structure			Two of the external wall panels are cracked, one significantly. This needs to be investigated and any necessary repairs carried out - carried forward from 2018	
Keg Store				

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Kitchen			Lights need to be checked. 3 out of four florescent tubes appear not to work - carried forward from 2018	
- Heater				
- 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				Repaint?
- Cupboard				
- Henry			PATS test required	
- Extension cable			PATs test required	
- Furniture				
Changing Rooms/Toilets				
- Mens toilets		leak repaired		
- Ladies toilets				
- Disabled toilet and shower				
- Wash basins				
- Furnishings				
- Decoration				
- Hand dryers		All 3 work		

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Fire Precautions	Fire risk assessment carried out 11 June 2015			
- Smoke detectors	Check monthly. Batteries replaced September 2017	Detectors replaced. All working		
- Fire extinguishers	<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 reached their 'end of life' in January 2018, and were replaced</p> <p>All were inspected 4/18</p>			
Fire Blanket			Fire blanket hidden on top of cupboard. It must be easily visible	
- Emergency exits and lights			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.	
- Fire doors				

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<p>First Aid</p> <p>Items in red require replacement</p>	<p>Contents:</p> <p>2 x Instant Cold (Ice) Packs</p> <p>1 x 15ml Sterile Eye Wash</p> <p>2 x Conforming Bandages 7.5cm x 4.5m</p> <p>2 x Conforming Bandages 5.0cm x 3.6m</p> <p>2 x Triangular Bandages 96cm x 96cm x 136cm 1 x First Aid Tape Roll 1.25cm x 4.5m</p> <p>3 x Wound Dressing 10cm x 10cm</p> <p>1 x Crepe Bandage Roll 7.5cm x 4.5m</p> <p>2 x Sterile Eye Pad 6cm x 8cm</p> <p>30 x Adhesive Plasters 1.9cm x 7.6cm</p> <p>10 x Adhesive Plasters 1.0cm x 4.0cm</p> <p>1 x Foil Emergency Blanket 130cm x 210cm</p> <p>3 x Non Adherent Pad 3" x 3"</p> <p>2 x Knuckle Fabric Strips 7.5cm x 3.8cm</p> <p>2 x Fingertip Fabric Strips 5.8cm x 4.5cm</p> <p>10 x Antiseptic Wipes</p> <p>12 x Safety Pins</p> <p>2 x Pairs of Medium Gloves</p> <p>1 x Plastic Tweezers</p> <p>1 x Medical Scissors</p>			
Accident Book		Available in second drawer in kitchen. Notice on notice board		
Security				
Locks		Locks changed on Bar and Tea Room		
CCTV		Works except camera in car park		

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Electrical equipment	PATs testing carried out 1 December 2016		Annual PSTs test required Scheduled for 20/12/2018	
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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
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
Henry, New Vacuum Cleaner, Extension cable, Hot water supply

Fuse Box (labelling)

Leaf blower