

## Purley Bury Tennis Club Maintenance Schedule 2020

Review by John Davey 5 December 2019	Last renewed. Next due for review	Work done in 2019	2020 Essential	2020 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.	The playing surface was renewed in October 2019	Check the new playing surface for any faults	
<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			Review after the leaves have fallen November 2020
<b>- Painting</b>	Review every 4 years. Due 2024		Painting required April/May 2020. Membership to be consulted on colours	
<b>- lines</b> -	Review every 4 years due 2024			
<b>- Floodlights</b>	Renewed October 2019  Asset Lives at least: Controls and protection systems 5 years Luminaires 10 Years Cabling 20 years Columns 20 years  Maintain at least every 5 years and in line with manufacturers recommendations	Renewed including ducts, cabling, all controls, columns and luminaires	Check for any deterioration during guarantee period	

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- Advertising hoarding	Review annually			
- Fences	Review every 10 years	Fences at either end of courts renewed. Stronger posts installed adjacent to croquet club. Both gates at Club house end made wheelchair accessible	We undertook to install mesh at least 50cm high to stop leaves blowing from the tennis courts onto the croquet lawns The Court numbers should be reinstated or renewed	
- Nets	Renewed October 2019		Check for any deterioration	The brass net winder are vulnerable to theft and are only screwed finger tight. Consideration should be given to making them more secure
- Practice wall	Provided in 2018, review 2023		There have been complaints from the neighbours about the noise when the wall is used and it is clear that the sound absorption is significantly inferior to the old wall. Either the use of the wall needs to be limited e.g. to the use of soft balls by the juniors, or it needs to be removed and maybe replaced with a better quality product	

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<b>Perimeter</b>	The steps to the croquet club both need weeding and cleaning			
	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 from time to time 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.			
	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			
	The area behind the Top Building and the Coach's Building becomes overgrown annually. This could be inhibited by laying slabs or concrete			
<b>- Hedges</b>	Cut twice a year	The hedges have been kept trimmed		Reduce the width of hedges by 50%
<b>- Internal Fences</b>	Routine maintenance			
<b>Garden</b>	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
<b>Shrubbery</b>	Regular pruning and cutting back			
<b>- Croquet Club Garden</b>		Damage done by work on floodlights and fence	In reality there is little damage, therefore confer with croquet club and if necessary propose a donation of £100 for new plants	

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- Steps to croquet lawn			These need to be cleared of leaves and weeds and cleaned as soon as possible. The old wire from the floodlights needs to be removed as it is a trip hazard. The hose pipe needs to be clipped down as it is a trip hazard	
- Signage and notices		Notice boards provided outside courts	These were removed when the fence was renewed and they need to be reinstated and the notices updated including 2 usage notices and supervision of children	
Car Park	Asset life 10 years, expired 2013. Check annually		No action required	
Paths		The drainage channel has been replaced as well as the haunchings by the side of the courts	The provision of a new electrical supply to the top building has resulted in damage to the path which is a trip hazard - Reinstated 6 December 2019	The path through the club is uneven especially at the top end and consideration should be given to having it relaid
External lighting	The three movement sensitive solar lights need to be checked	The lights were removed when the fence was replaced	The lights need to be reinstated. Also the lights at either end of the path need to be replaced with light sensitive versions which provide better light	
Patio area	Asset life 10 years. Review 2023			
- Plants				More shrubs could be planted to reduce maintenance

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- 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	There is a tree overhanging court 5 which needs lopping. This could be the Council's responsibility

<b>Top Building</b>	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 building was carpeted and redecorated in 2019. New heaters were installed in the ceiling and over the door	A fire exit sign has been provided over the door. The toilet seat assumed to contain asbestos in the 2019 asbestos survey has been removed from the disused toilet	A smoke alarm must be provided in the ceiling	An emergency light has been provided high up on the end wall. It is intended to guide people to the fire exit and would be better sited over the fire exit door. The toilet could be reinstated
Heating		Curtain fan heater and 4 ceiling heaters provided		Replace 2 ceiling heaters with more powerful infra red heaters and reuse 2 of the existing ceiling heaters in the coaches office
- Exterior	Painted 2015		The cupboards at the rear of the building need to be made secure again	The doors could be replaced and wheelchair access improved. The windows could also be replaced with double glazing and reinforced glass as the building is now used for table tennis

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- 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	Replace the gutters with deeper profile gutters with leaf proof brushes along their lengths
- Veranda (top building)			Repoint and repair brickwork on steps - carried forward from 2015/16	Consider installing a fence for safety of juniors and making the veranda more attractive and usable for disabled members
Shed		A new more robust sign has been provided stating that patio gas is stored in the shed		

<b>MDL Building</b>				
- Interior				
- Exterior walls and paintwork	Painted 2015			
- Roof				
- Gutters		Cleared	Cleaning required immediately	Replace the gutters with deeper profile gutters with leaf proof brushes along their lengths

<b>Main club house</b>				
- Exterior				

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- Exterior walls and paintwork		Repainted 2015		
- Roof	Clear moss and debris as required - cleared 2015			
- Gutters		Cleared	Cleaning required immediately	Replace the gutters with deeper profile gutters with leaf proof brushes along their lengths
Veranda - Decking - Balustrade - Furniture - Steps - Ramp	Renew/refurbish every 10 years. The original woodwork was not high quality therefore regular inspection is essential All the necessary repairs were carried out in 2018 and the veranda was repainted	Permanent warning signs have been provided and non slip tape laid on the ramp and steps. However this is not robust. The whole veranda has been washed with Jeyes fluid. Temporary warning signs are erected in inclement weather and the ramp blocked off	The woodwork continues to deteriorate and is becoming increasingly slippery especially the ramp and the exposed area at the front when the weather is damp or wet or icy. Non-slip matting and a non-slip coating should be considered. The ramp should be blocked off in inclement weather	The veranda needs to be replaced and options need to be investigated which are robust, safe, affordable and aesthetically pleasing
Bar		New radiators installed	The kitchen area of the bar needs redecorating, the sink replaced and the electrical cupboard finished off  The new bar licence will need to be displayed when it is received	
- Furnishings		The bar was refurbished in 2019 with new tables and chairs and soft furnishings, carpet laid and new lino in front of the bar		
- Optics				

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- Lighting	Replaced 2015 Ceiling replaced 2018			
- Decoration	Repainted 2019			
Structure		Additional double doors with disabled access provided		
Keg Store				Dispose of old fridge and icemaker

Kitchen				
- Heater	Radiator renewed 2018			
- 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			Pathclear on top of cupboard must be removed and stored securely in shed	
Changing Rooms/Toilets				
- Mens toilets				
- Ladies toilets				
- Disabled toilet and shower			Shower needs to be cleared of rubbish, and a record kept of checks to prevent legionnaires disease	



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<b>Notice Boards</b>			Use needs to be rationalised and checked for currency. Check required to ensure all necessary information is displayed	
- Wash basins			Hot tap sprays water on floor in ladies	
- Furnishings				
- Decoration				
- Hand dryers			Hand dryer does not work in ladies	

<b>Fire Precautions</b>	Fire risk assessment carried out 11 June 2015			
- Smoke detectors	Detectors replaced 2018	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>The two carbon dioxide extinguishers reached their 'end of life' in January 2018, and were replaced</p> <p>All were inspected 4/19</p> <p>An additional water extinguisher and an additional CO2 extinguisher have been provided in the top building</p>			

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Fire Blanket			<p>The existing fire blanket is decrepit, hard to find and difficult to access because the barbecue is in the way. It should be replaced with a wall mounted fire blanket(c£16)</p> <p><a href="https://www.safelincs.co.uk/ultrafire-hard-case-fire-blanket-size2/?fGB=true&amp;gclid=CjwKCAiAob3vBRAUEiwAlbs5TtegxM77KLcpZ3hbgGVT2Z-Vaojt4uUCOAssAPj_hGQnrg1VajZiTBoCq8EQA_VD_BwE">https://www.safelincs.co.uk/ultrafire-hard-case-fire-blanket-size2/?fGB=true&amp;gclid=CjwKCAiAob3vBRAUEiwAlbs5TtegxM77KLcpZ3hbgGVT2Z-Vaojt4uUCOAssAPj_hGQnrg1VajZiTBoCq8EQA_VD_BwE</a></p>	
- Emergency exits and lights			<p>The emergency light in the kitchen does not appear to work (no green light)</p>	<p>There is no longer a fire exit to the rear of the building but the emergency light is positioned on the ceiling. This could be moved to be over the door to the kitchen which is now the fire exit.</p> <p>An emergency light has been provided high up on the end wall in the top building. It is intended to guide people to the fire exit and would be better sited over the fire exit door</p>
- Fire doors				

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<p><b>First Aid</b></p> <p><b>Items in red require replacement</b></p>	<p><b>Contents:</b></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 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 procured 13 Dec 2019</p> <p>10 x Adhesive Plasters 1.0cm x 4.0cm procured 13 Dec 2019</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>			
<p><b>Accident Book</b></p>		<p>Available in bottom drawer in kitchen. Notice on notice board</p>		
<p><b>Security</b></p>				
<p><b>Locks</b></p>	<p>Locks changed on Bar and Tea Room 2018</p>	<p>Lock changed on Top Building</p>		
<p><b>CCTV</b></p>		<p>Works except camera in car park</p>		

## **Purley Bury Tennis Club Maintenance Schedule 2020**

### **Electrics**

The club obtained its EIC certificate in 2019 after extensive work to replace the old fuse boxes and upgrade all the circuitry. The fusebox assumed to contain asbestos in the 2019 asbestos survey has been replaced

PATs testing is carried out biennially - due December 2020

### **Bar**

Coffee maker

Electric pumps and cooling x 2 Coke siphon

Amplifier and associated equipment Credit card machine, Broadband

Tills x 2

Fridges x 2

Air conditioning x 2

Dish washer, Ice machine

Computer, TVs x 2

Disco lights

Wall heaters x 4

### **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 Miele vacuum cleaner

Leaf blower