

## Purley Bury Tennis Club Maintenance Schedule 2021

Review by John Davey December 2020	Last renewed. Next due for review	Work done in 2020	2021 Essential	2021 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 - renewed October 2019.		Check for any signs of deterioration especially during hot weather	
<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		Annual cleaning required November 2021 and consider spraying with weedkiller and algae inhibitor	
<b>- Painting</b>	Review every 4 years. Due 2024	The courts were painted (twice) in 2020 including stabiliser		
<b>- lines</b>	Review every 4 years due 2024			
<b>- Floodlights</b>	Renewed iOctober 2019 including ducts, cabling, all controls, columns and luminaires  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			

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- Advertising hoarding	Review annually			
- Fences	Review every 10 years  2019 Fences at either end of courts renewed. Stronger posts installed adjacent to croquet club. Both gates at Club house end made wheelchair accessible		Ensure courts are kept clear of fallen leaves in the Autumn to ensure the safety of players and avoid leaves blowing onto the croquet lawn	Improve bracing above practice wall  Provide access to power point behind court one and means of releasing trapped leaves and balls
- Nets	Renewed October 2019	Broken winders replaced, split washers installed		Purchase spare net
- Practice wall	Provided in 2018, review 2023	Use of wall not permitted during lockdowns	There have been complaints from the neighbours about the 'drum' noise when the wall is used and it is clear that the sound absorption is significantly inferior to the old wall. The use of the wall needs to be limited e.g. to the use of soft balls by the juniors, until it can be replaced with a better quality product. Likely to cost in the region of £10k	

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<b>Perimeter</b>	<p>The 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 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.</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> <p>The area behind the Top Building and the Coach's Building becomes overgrown annually. This could be inhibited by laying slabs or concrete</p>			
<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
<b>Shrubbery</b>	Regular pruning and cutting back			
<b>- Steps to croquet lawn</b>			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	

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- Signage and notices		Notice Boards reinstated and updated	Review and update notices, especially in light of COVID-19	
Car Park	Asset life 10 years, expired 2013. Check annually		No action required	
Paths	The drainage channel was been replaced in 2019 as well as the haunchings by the side of the courts			The path through the club is uneven especially at the top end and consideration should be given to having it relaid
External lighting		2020 Veranda lighting altered to include additional lights (6 total) and 3 sensor lights. The conduit was altered to suit and rewired as needed. Feed to other buildings isolated and pulled out, new lights fed and controlled from each building.		
Patio area	Asset life 10 years. Review 2023			
- 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	Crowns reduced by one third		

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<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			
<b>- Interior</b>	The building was carpeted and redecorated in 2019. New heaters were installed in the ceiling and over the door	A smoke alarm has been provided		The toilet could be reinstated
<b>Heating</b>	2019 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
<b>Ventilation</b>	The building is damp and the soft furnishings are suffering with mildew	4x existing vent holes are all block up with insulation and paper, cleaned out duct to allow free air flow and 2 new vent covers fitted.		Fit new extractor fan if problem persists
<b>Electrics</b>	2020 EIC issued	Veranda lights required new feed from local consumer unit -  Conduit altered to suit new layout and rewired back to a new RCBO.		
<b>- Exterior</b>	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			Check roof for moss	
- Gutters			Check gutters	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				

MDL Building				
- Interior				
- Exterior walls and paintwork	Painted 2015			
- Roof			Check roof for moss	
- Gutters		Cleared	Check gutters	Replace the gutters with deeper profile gutters with leaf proof brushes along their lengths
<b>Electrics</b> A new 10-way consumer unit was installed in 2020 and the following were fitted: 3 double sockets in small office, 4 LED lights fed from 3 gang switch, sensor light fitted to eaves, floodlight facing patio, reconnect heaters				

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<b>Main club house</b>				
- Exterior				
- Exterior walls and paintwork		Repainted 2015		
- Roof	Clear moss and debris as required - cleared 2015		Clear moss from roof	
- Gutters		Cleared	Check gutters	Replace the gutters with deeper profile gutters with leaf proof brushes along their lengths
<b>Veranda</b> - 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 veranda needs to be replaced and options need to be investigated which are robust, safe, affordable and aesthetically pleasing 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	
<b>Structure</b>	Additional double doors with disabled access provided			
<b>Fire Exits</b>			The disused fire exit at the rear of the building needs to be made good and permanently closed off	

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<b>Bar</b>	New radiators installed 2019	<p>New ice machine provided</p> <p>New over sink water heater fitted and plumbing extended to the kitchen tap below.</p> <p>New cupboard around the main DB made good and painted Labour</p> <p>Add additional socket for the Tassimo machine in bar area. Point cost £ 68.00</p>	<p>The kitchen area of the bar needs redecorating,</p> <p>The new bar licence will need to be displayed when it is received</p>	
<b>- Furnishings</b>	The bar was refurbished in 2019 with new tables and chairs and soft furnishings, carpet laid and new lino in front of the bar			
<b>- Optics</b>				
<b>- Lighting</b>	<p>Replaced 2015</p> <p>Ceiling replaced 2018</p>			
<b>- Decoration</b>	Repainted 2019			
<b>Keg Store</b>				Dispose of old fridge and icemaker



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<b>Kitchen</b>				
- 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		Repainted 2020		
- Cupboard			The bottom cupboard needs to be kept locked as bleach and other cleaning materials are stored there	
- Furnishings				
Notice Boards			Use needs to be rationalised and checked for currency. Check required to ensure all necessary information is displayed	
Changing Rooms/Toilets				
- Mens toilets		2 new occupancy sensors fitted in the toilets with 3 new 4 pin 2D lamps.		
- Ladies toilets				
- Disabled toilet and shower			Shower needs to be cleared of rubbish, and a record kept of checks to prevent legionnaires disease	
- Wash basins/hand dryers				
- Decoration				Both toilets have some holes in the walls which need filling and painting

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<b>Fire Precautions</b>	Fire risk assessment carried out 11 June 2015			
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<b>- Smoke detectors</b>	Detectors replaced 2018	2 Replaced in bar. 1 provided in top building All working		
<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>The two carbon dioxide extinguishers reached their 'end of life' in January 2018, and were replaced</p> <p>All were inspected 10/20</p> <p>An additional water extinguisher and and additional CO2 extinguisher have been provided in the top building</p>			
<b>Fire Blanket</b>		New blanket provided and mounted on wall		
<b>- Emergency exits and lights</b>		The emergency light in the kitchen was replaced		
<b>- Fire doors</b>				

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First Aid	Contents:			
	<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>			
Items in red require replacement				
Accident Book		Available in bottom drawer in kitchen. Notice on notice board		
Security				
Locks	Locks changed on Bar and Tea Room 2018, Top building 2019			
CCTV		No longer in use		

## **Purley Bury Tennis Club Maintenance Schedule 2021**

### **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. EICs issued for all three buildings December 2020, due for review December 2025. Work done:

Move the circuits fed by the consumer unit in the men's toilets back to the main distribution board.

Hand dryers – install high level spur to feed each unit and replace low level spur with flex outlet plate. Run new supply back to the DB.

Water heaters – as above.

Shower run a new supply from DB and connect into the local pull cord isolator.

Run new supply to the lighting and replace 2 length of cable in loft were damaged by rodents (chewed sheaths).

Run feed to the cooker and connect to a junction box in the loft.

Socket ring extended back to the DB, JB's in loft above hatch.

Extend the bonding back to the main earthing terminal.

Support all new cables where they run through void above suspended ceiling.

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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