

Purley Bury Tennis Club Maintenance Schedule 2024

MAINTENANCE SCHEDULE – 2024

Reviewed by John Davey and Katherine Willis - Dec 2023	Last renewed. Next due for review	Work done in 2023	2024 Essential	2024 Desirable
<u>COURTS</u>	The playing surface is sound			
- Playing surface	Asset life 8 years - renewed October 2019.		Check for any signs of deterioration, especially during hot weather	
- Cleaning Annual professional cleaning with a pressure hose required to maintain drainage and prevent the accumulation of fine debris. Spraying required with weedkiller and algae inhibitor. Costs around £1,800 (Oct 2023), to be done ideally in October/November after leaves fall	Arrange every year	Cleaning carried out in October 2023	- 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 - Annual cleaning required, Autumn 2024, and request/ensure spraying with weedkiller and algae inhibitor	Consider providing rubbish bins with lids outside the gates to the courts
- Painting	Review every 4 years. Due 2024		Review courts with Mark Love in the Spring	
- Lines	Review every 4 years. Due 2024		Review courts with Mark Love in the Spring	Some of the lines are faint and could be repainted

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<p>- Floodlights</p> <p>Renewed October 2019, including ducts, cabling, all controls, columns and luminaires</p>	<p>Asset lives at least: Controls and protection systems 5 years Luminaires 10 years Cabling 20 years Columns 20 years</p> <p>Maintain at least every 5 years and in line with manufacturer's recommendations</p>	<p>Warning light for Court 5 made secure</p>	<p>Review need for maintenance with Management Board - it is due in 2024</p>	
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- Advertising hoarding	Review annually		Review this year	
- Fences (around courts)	Review every 10 years 2019 Fences at either end of courts renewed. Stronger posts installed adjacent to croquet club. Both gates at clubhouse end made wheelchair accessible		- Replace numbers for courts 3 and 5 - Increase tension of support wire at the croquet end of court 1 - Resupply No Dogs signs by gates to courts	
- Nets	Renewed October 2019		Check condition of nets at intervals during the year	

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<p>- Practice wall</p>	<p>Provided in 2018. Reviewed 2023</p>	<p>Use of wall permitted with foam tennis training balls only</p>	<p>- The black wooden boards either side of the practice wall are looking shabby and need to be either removed or replaced. Management Board decision required</p> <p>- Ensure 'Foam Balls Only' signs remain easily readable. Renew if necessary.</p>	
<p>Reviewed by John Davey and Katherine Willis - Dec 2023</p>	<p>Last renewed. Next due for review</p>	<p>Work done in 2023</p>	<p>2024 Essential</p>	<p>2024 Desirable</p>
<p><u>PERIMETER</u></p>	<p>Both sets of steps to the croquet club need weeding and cleaning annually</p> <p>Part of the hedge to the right of the Brancaster Lane entrance (viewed from outside) 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 fence 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 that 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>			

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- Hedges	Cut twice a year by members	The hedges have been kept trimmed	The hedge on Brancaster Lane needs cutting and the ivy and deadwood to be removed. The hedge on Purley Bury Avenue also needs cutting.	
<u>GROUNDS</u>				
- Internal Fences	Routine maintenance. Top fence replaced in 2022			
- Garden	Regular maintenance and replanting	The garden has been maintained but needs further work	A working party is required in the Spring to tidy up all the garden beds. Many of the shrubs need pruning.	
- Shrubbery	Regular pruning and cutting back. The overgrown shrubbery behind the buildings needs to be removed as required by maintenance.	The shrubbery behind the kitchen was pruned to facilitate the roof repair	This needs to be addressed by the Spring working party. Also the rubbish that is accumulating behind the buildings needs to be removed	

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- Steps to croquet lawn		Steps weeded and cleaned	These need to be cleared of leaves and weeds and cleaned. 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. The croquet club needs to be consulted on the latter.	
- Signage and notices		New notice boards have been provided and put up	Review and update notices.	
- Car Park	Asset life 10 years, expired 2013. Check annually			Check condition of car park
- Paths	The drainage channel was replaced in 2019 as well as the haunchings by the side of the courts. Top path relaid in 2022			
- 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		Night check required to ensure lights turn on and off properly and that the movement sensors work - in progress	

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- Patio area	Asset life 10 years. Review 2023		The leaves and rubbish to the side of the Club House and the patio need to be cleared	Lay concrete slabs outside kitchen by hose tap and bicycle rack (slabs left over from veranda build) - Management Board decision required
- Plants			Pruning required	
Reviewed by John Davey and Katherine Willis - Dec 2023	Last renewed. Next due for review	Work done in 2023	2024 Essential	2024 Desirable
- Furniture		New furniture procured for the Club House Veranda, and picnic benches and seats for the patio. 8 grey plastic chairs were also purchased		Buy additional grey plastic chairs for veranda (8 are insufficient) and keep old green chairs in store
<u>Trees</u>	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 in 2020	Lower branches of trees behind kitchen pruned to facilitate roof repair		Remove the lower branches of the remaining trees

<u>TOP BUILDING</u>	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 table tennis. Therefore it is essential that it is cleaned regularly and all facilities put in order. The Board could usefully look at the room together during the next Board Meeting to review its use and condition
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<p>- Interior</p>	<p>The building was carpeted and redecorated in 2019. New heaters were installed in the ceiling and over the door. A smoke alarm was provided in 2020</p>	<p>Notice board installed No Smoking signs reinstated Fire Action notice put up</p> <p>Waste bin provided, and small crate for bats</p>	<p>-Check watermarks on walls. -Get expert advice on dampness -Mount fire extinguishers on wall -Replace broken crate for bats</p>	<p>The toilet could be reinstated?</p> <p>Some of the paint on the walls is starting to peel and will need attention</p>
<p>- Heating</p>	<p>2019 Curtain fan heater and 4 ceiling heaters provided.</p>	<p>2022 2 ceiling heaters replaced with curtain heaters</p>	<p>-Establish how heaters work, and frost settings. -Ensure they work. -Remote control to be kept behind bar</p>	
<p>- Ventilation</p>	<p>The building is damp and there are watermarks on the front wall and the side wall by the door. 4x existing vent holes were cleaned out in 2020 to allow free air flow and 2 new vent covers fitted.</p>		<p>The building must be kept heated at a low level in winter to prevent deterioration of the fabric and fittings (frost setting)</p>	<p>Fit new extractor fan if problem persists</p>
<p>Reviewed by John Davey and Katherine Willis - Dec 2023</p>	<p>Last renewed. Next due for review</p>	<p>Work done in 2023</p>	<p>2024 Essential</p>	<p>2024 Desirable</p>
<p>- Electrics</p>	<p>New feed from local consumer unit for veranda lights provided 2020. Conduit altered to suit new layout and rewired back to a new RCBO. 2020 EIC issued</p>	<p>Ceiling lights repaired, more than once. They get knocked off their fitting by stray balls</p>		<p>Protect ceiling lights with cage or straps - Decision required</p>

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- Exterior	Painted 2015, and 2022 The doors were replaced and wheelchair access improved as part of the veranda project in 2022. The windows were also replaced with double glazing. The cupboards at the rear of the building were made secure			Complete the repainting of the external walls – sides.
- Roof	Moss cleared in 2022			
- Gutters	Repaired 2022			Replace the gutters with deeper-profile gutters with leaf-proof brushes along their lengths (Tom Pollon has made recommendations)
- Veranda (top building)	A balustrade was provided around the viewing area as part of the veranda project in 2022			
<u>Shed</u>	Roof replaced 2022 (Tom Pollon)			

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<u>MDL/COACHING BUILDING</u>				
- Interior				
- Exterior walls and paintwork	Painted 2015 and 2022			
- Roof	Moss cleared 2022			
- Gutters	Gutters repaired 2023		Check gutters and clear leaves	Replace the gutters with deeper -profile gutters with leaf-proof brushes along their lengths (see Top Building note)
Electrics 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				

<u>MAIN CLUBHOUSE</u>				
- Exterior				
- Exterior walls and paintwork	Front wall repainted 2022			Side walls need painting
- Roof	Moss cleared 2022	Kitchen roof renovated, replacing rotten rafters and broken tiles		

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- Gutters	Guttering repaired as part of the veranda project. The down pipe which empties onto the veranda needs to be removed	Replaced the gutters with deeper-profile gutters with leaf-proof (hedgehog) brushes along their lengths and removed central downpipe		
Reviewed by John Davey and Katherine Willis - Dec 2023	Last renewed. Next due for review	Work done in 2023	2024 Essential	2024.Desirable
- Veranda – main clubhouse - Floor - Balustrade - Furniture - Steps - Ramp	The veranda was completely renewed in 2022	New furniture was provided for the veranda: tables and chairs and occasional chairs		
Structure	Additional double doors with disabled access provided 2019			
Fire Exits			The disused fire exit at the rear of the building needs to be made good and permanently closed off	

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Bar	<p>New radiators installed 2019</p> <p>2020</p> <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</p> <p>Additional socket for the Tassimo machine provided in bar area.</p>	The fire exit door behind the bar was repaired	The bar needs a deep clean, and the kitchen area redecorating, and renovating	Consider replacing the fridges
Reviewed by John Davey and Katherine Willis - Dec 2023	Last renewed. Next due for review	Work done in 2023	2024 Essential	2024 Desirable
- Furnishings	<p>The bar was refurbished in 2019 with new tables and chairs and soft furnishings, carpet laid and new lino in front of the bar</p> <p>2022 Projector and screen provided</p>			
- Optics				
- Lighting	<p>Replaced 2015</p> <p>Ceiling replaced 2018</p>			
- Decoration	Repainted 2019			

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Keg Store				Check condition
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<u>Kitchen</u>				
- 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				
- Furnishings		Sofa, 2 chairs and a table provided	Repair cupboards - Door beneath sink askew - Trim coming off cupboard door	
Reviewed by John Davey and Katherine Willis - Dec 2023	Last renewed. Next due for review	Work done in 2023	2024 Essential	2024 Desirable
Notice Boards			Use needs to be rationalised and checked for currency. Check is required to ensure all necessary information is displayed	
Changing Rooms/Toilets				

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<p>- Men's toilets</p>	<p>2021 2 new occupancy sensors fitted in the toilets with 3 new 4-pin 2D lamps.</p> <p>2022 New bench provided</p>	<p>Taps replaced with automatic turn-off taps</p>	<p>Provide bench for changing</p>	<p>New bench provided to match the one in ladies' toilets</p>
<p>- Ladies' toilets</p>		<p>Taps replaced with automatic turn-off taps</p>	<p>Strip on bottom of door needs to be glued back on</p>	
<p>- Disability toilet and shower,</p>			<p>Shower needs to be cleared of rubbish, and a record kept of checks to prevent legionnaires disease</p>	<p>Provide storage shelving/ cupboard</p>
<p>Wash basin/hand dryer in all three toilets</p>				
<p>- Decoration in all three toilets</p>				<p>Both toilets have some holes in the walls which need filling and painting – small holes right through wall in Ladies'; larger 'crater' in top of wall of Gents'.</p>

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<p><u>Corridor</u></p>				<p>-End of corridor near bar is dirty and full of cobwebs. Suggest cleaning and repainting entire corridor (along with removal of redundant fire exit). -Suggest the wrought-iron door is jet washed</p> <p>-Suggest removal of old BT telephone, which does not work, and the shelf it sits on.</p> <p>-Suggest removal of sanitiser on wall</p>
<p>Reviewed by John Davey and Katherine Willis - Dec 2023</p>	<p>Last renewed. Next due for review</p>	<p>Work done in 2023</p>	<p>2023 Essential</p>	<p>2023 Desirable</p>
<p><u>FIRE PRECAUTIONS</u></p>	<p>Fire-risk assessment carried out 2020</p>			
<p>- Smoke detectors</p>	<p>Detectors replaced 2018</p> <p>2020 2 Replaced in bar. 1 provided in top building</p>			

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<p>- Fire extinguishers</p>	<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 in 2023</p> <p>An additional water extinguisher and an additional CO2 extinguisher have been provided in the top building</p>			
<p>Fire blanket in kitchen</p>	<p>2020 New blanket provided and mounted on wall</p>	<p>Sign relocated adjacent to the blanket on the wall</p>		
<p>- Emergency exits and lights</p>	<p>2020 The emergency light in the kitchen was replaced</p>			
<p>- Fire doors</p>				

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<p>FIRST AID</p> <p>CHECK OF CONTENTS REQUIRED</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>			
<p>Accident Book</p>		<p>Available in bottom drawer in kitchen. Notice on notice board</p>		
<p>SECURITY</p>				
<p>Locks</p>	<p>Locks changed on Bar and Tea Room 2018, Top building 2019</p>			
<p>CCTV</p>		<p>No longer in use</p>		

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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 lengths of cable in loft where 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.

Electrical Equipment

PATs testing is carried out biennially - last completed March 2021 - in progress December 2023 - next due January 2026.

The check of fixed electrical equipment is overdue (2022) and should be arranged

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CHECK WHETHER ALL ITEMS TESTED SHOULD BE TAGGED WITH THE DATE OF THE TEST

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, Projector

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

Misc.

Henry cleaner, New Vacuum Cleaner, Extension cable, Hot water supply, Miele vacuum cleaner

Leaf blower

Other assets

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Bar

Glasses

Stock

Fixtures and fittings, built-in furniture

Tables and chairs

Kitchen

Sofa, chairs and table

Barbecue

Crockery, cutlery

Top Building

Table tennis tables x 2