

Seasonal Sporting Clubs Facility Maintenance Guidelines

DRAFT

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Appendix A: Facility Maintenance Guidelines

Pavilion Maintenance Schedule - Football, Cricket, Soccer and Baseball

The table below outlines in detail the Standard Maintenance Responsibilities, it includes standards or frequencies required.

Item	Council Responsibility	Sporting Club Responsibility	Comments
Air conditioning, evaporative coolers and fixed ventilation fans.		X	Cleaning of filters and checking of system. Regular maintenance, servicing, repairs and replacement.
Alarms		X	All fees, maintenance, repairs of alarms and call out costs. Supply of codes/keys to Council for maintenance access.
Cleaning		X	Refer to Cleaning General Guidelines.
Clocks		X	
Doors, roller doors, roller shutters, grills, door furniture, door closers, & locks. (Excluding lock cylinders).	X	X	<u>Council</u> Maintenance and repairs of external doors. <u>Club</u> Maintenance and repairs of internal doors.
Earth leakage circuit breaker	X		
Electricity supply mains, sub-mains and switchboards.	X		All repairs and maintenance.
Electrical wiring, power points, and light fittings.	X	X	<u>Council</u> Repair and maintenance of faulty fixtures, fitting and wiring. <u>Club</u> Replacement of light globes and fluorescent tubes.
Exit signs and emergency lighting	X		Twice yearly.
Fire prevention and detection equipment (portable) e.g. Fire extinguishers, hoses, and cabinets.	X	X	All maintenance and regular servicing. Recharges after fire related discharges. Club will be charged for costs incurred for recharging after non-fire discharges, and replacement costs for items missing or stolen.
Fixtures, fittings and equipment.		X	Includes free standing and permanent built-in equipment and appliances including but not limited to microwave ovens, fridge/freezers, heaters, washing machines, shelving, telephones, photocopiers, ovens, stoves, dishwashers and ceiling fans.
Floors and floor coverings – cleaning		X	To cleaning guidelines.
Floor coverings – repair		X	
Floor coverings – replacement		X	

Item	Council Responsibility	Sporting Club Responsibility	Comments
Floor coverings (timber) - maintenance		X	
Furniture and equipment		X	
Grease taps		X	
Gutters and downpipes	X		Twice yearly.
Heaters		X	
Keys, locks cylinders and padlocks	X	X	Council Vandal damage to external locks/doors. Club All internal.
Lift	X		
Painting - external	X		Based on maintenance cycle.
Painting – internal		X	Based on maintenance cycle.
Pest, vermin control and eradication.	X		
Plumbing maintenance, including hot water service, roof plumbing, storm water, water and gas pipes.	X	X	Council Council will investigate connections and replacement of faulty fixtures, fittings, and piping. Club Club are responsible for minor fixes i.e. tap washers, cleaning the grate covers.
Public toilets	X	X	Council All maintenance if open to public daily. Club All cleaning if only open to public on match and training days.
Sanitary bins		X	Club to provide a sanitary bin in the accessible toilet and in the women's/unisex toilets. Club to provide stickers on doors on toilet doors that have a sanitary bin. Club responsibility for providing sanitary bins and emptying.
Security alarms	X	X	Council 50% installation costs of security alarm. Club 50% installation cost of security alarm. All monitoring fees, maintenance, repairs and call out costs.
Security grills and screens	X		
Security lighting	X		Council carries out annual inspections for all external security lighting
Septic tank pump outs	X		
Sewer blockages	X		
Sewer pumps	X		
Smoke detectors		X	
Structural maintenance Including footings, foundations, stumps, timber frame, roof, walls, ceilings, doors, window frames (except	X		

Item	Council Responsibility	Sporting Club Responsibility	Comments
glazing), floors, verandas, balustrades and handrails.			
Rainwater tanks and associated drainage, plumbing and pumps		X	
Telephone, data wiring, television antennas and Wi-Fi		X	
Test and tag		X	Clubs need to test and tag seasonally.
Tiles – internal wall and floor	X	X	<u>Council</u> Responsibility for ageing tiles. <u>Club</u> Responsible for replacing tiles due to damage or misuse.
Trees – removal and pruning.	X		
Vandalism, including break-ins.	X	X	<u>Council</u> Repairs to the structure of the Sporting Pavilion, external doors and windows. <u>Club</u> If deemed poor supervision by the club, the club will be responsible for all costs
Walls (internal), partitions and ceilings.		X	
Water leakage	X	X	<u>Council</u> From street connection to pavilion. <u>Club</u> Within pavilion.
Windows – glazing replacement	X	X	<u>Council</u> All external. <u>Club</u> All internal.

CLEANING GENERAL GUIDELINES

Sub Area	Task	Cleaning Method	Daily	Weekly	Fortnightly	Other	Comments
REGULAR CLEANING (Where applicable)							
Entrances/External							
External and under cover pavement, entrance mats	Clean	Vacuum mats, sweep pavement	*				Remove mats clean and replace, remove litter, leaves, cigarette butts etc.
Entrance doors, entrance glass	Clean	Spot clean with glass cleaner	*				Must be smear free finish (method & water).
Doors, walls	Clean	Spot clean				*	Using all-purpose cleaner, as required.
Ledges, and sills	Clean	Damp wipe down	*				Using clean damp cloth.
High dusting areas	Clean	Cobweb broom (damp cloth)				Monthly OaR	Includes ledges, cobwebs etc.
Main areas: Offices, Meeting Rooms and Reception Areas							
Parquetry/timber	Clean	Fringe mop then mop with neutral disinfectant/detergent	*	Or as Req			Remove all spills and soil (i.e. Gym clean or equivalent) / Buff weekly.
Hard floors (tiles)	Clean	Wash with a solvent base detergent	*				Must be smear free.
Vinyl floors	Clean	Fringe mop. Mop with disinfectant/neutral detergent (Daily)	*	*			Machine polish floors weekly/i.e. non-slip retarded mop shine.
Carpet & corners	Clean	Vacuum, spot clean stains	*				Under furniture, edges etc / Using solvent based spotter.
Glass doors, partition glass	Clean	Spot clean with glass cleaner	*				Must be smear free.
Doors, walls	Clean	Spot clean		*			Using all-purpose cleaner.
Skirtings, ledges	Clean	Damp wipe down		*			Using a clean damp cloth.
Desks/tables/bench tops	Clean	Wipe down	*				Wipe around objects using an impregnated cloth, smear free.
Furniture	Clean	Damp wipe down		*			Using a clean damp cloth.
Waste bins	Empty	Empty & replace bin liner	Or as Req.				Empty, replace, rubbish to central collection point.
Waste bins	Clean	Wash and wipe		Or as Req.			With mild detergent/disinfectant.

Sub Area	Task	Cleaning Method	Daily	Weekly	Fortnightly	Other	Comments
Recycling paper boxes	Empty	Empty and replace		Or as Req.			Empty, replace, paper to central collection point.
High dusting areas	Clean	Damp wipe down, remove cobwebs				Monthly OaR	Remove all dust, cobwebs (broom) etc.
Passageways and Storerooms							
Parquetry/timber	Clean	Fringe mop then mop with neutral disinfectant/detergent	*	Or as Req			Remove all spills and soil (i.e. Gym clean or equiv) / Buff weekly.
Carpet and corners	Clean	Vacuum, spot clean stains	*				Using solvent based spotter.
Doors and walls	Clean	Spot clean		*			Using all-purpose cleaner.
Fittings, skirtings and ledges	Clean	Damp wipe down	*				Using a damp cloth.
High dusting areas	Clean	Damp wipe down, remove cobwebs				Monthly OaR	Remove all dust and cobwebs (broom).
Kitchen Areas / Tea Point Areas							
Vinyl Floors	Clean	Fringe mop. Mop with disinfectant/neutral detergent (Daily)	*	*			Machine polish floors weekly/i.e. non-slip retarded mop shine.
Sink, bench tops and appliances	Clean	Wipe down and clean with an all purpose cleaner	*				Abrasive powder such as Ajax or equivalent.
Doors, walls	Clean	Spot clean	*				Using all-purpose cleaner
Fittings, skirting and ledges	Clean	Damp wipe down	*				Using a damp cloth.
High dusting areas	Clean	With cobweb broom (damp cloth)				Monthly OaR	Includes ledges, fans, vents, cobwebs, etc.
Waste bins	Empty	Empty & replace bin liner	Or as Req.				Remove, rubbish to central collection point, replace.
Waste bins	Clean	Wash and wipe	Or as Req.				Using detergent – disinfectant.
Toilet Areas/Changerooms							
Consumables	Replace	Replace as required	*				Wipe dispensers free of finger marks.
Sinks, basins, bench tops, & fittings	Clean	Wash & clean	*				Abrasive powder such as Ajax or equivalent.
Mirror & glass	Clean	Spot clean with glass cleaner	*				Must be a smear free finish.
Toilet & seat furniture	Clean	Scrub & flush	*				Using a disinfectant (liquid bleach).

Sub Area	Task	Cleaning Method	Daily	Weekly	Fortnightly	Other	Comments
Walls (tiles)	Clean	Spot clean. Remove stains		Or as Req.			Must be streak free finish.
Walls (other)	Clean	Spot clean		*			Using all-purpose cleaner.
Floors (tiles)	Clean	Damp mop	*				Using a detergent - disinfectant. Non-slip
Floors (vinyl)	Clean	Fringe mop. Mop with disinfectant/neutral detergent	*	*			Machine polish floors weekly/i.e. non-slip retarded mop shine.
Sanitary units	Clean	Damp wipe down		*			Using a clean damp cloth
Doors & partitions	Clean	Damp wipe down	*				Must be streak free finish.
Waste bins	Empty	Empty & replace bin liner	Or as Req.				Remove, replace, rubbish to central collection point.
Waste bins	Wash	Wash & wipe		Or as Req.			Using a clean damp cloth with mild detergent.
Urinals	Clean	Scrub and Flush	*				Using a powder abrasive & disinfectant, smear free finish.
Skirtings & ledges	Clean	Damp wipe down	*				Using a clean damp cloth.
High dusting areas	Clean	With cobweb broom (Damp cloth)				Monthly OaR	Includes ledges, vents and cobwebs.
PERIODIC CLEANING (Where applicable)							
Shell glass	Clean	Wash with streak free detergent and squeegee dry				Mar, Sep	Internal and external shell glass to be cleaned.
Partition glass	Clean	Wash with streak free detergent and squeegee dry				Mar, Sep	Internal and external partition glass to be cleaned.
Carpet	Clean	Steam clean and remove all stains				Mar, Sep	All carpet areas, using water base cleaner.
Vinyl floors - sheet vinyl/tiles	Reseal	Strip and reseal with a quality vinyl seal				Apr/Aug & Dec	All vinyl sheet and tile areas - 3 coats with buff after each coat. Additional 2 coats & buff after one week.
Vinyl floors- low maintenance types	Clean	Scrub wash and buff clean with white pad				Apr/Aug and Dec	All tarkett / tapiflex / Sommer 2000 vinyl areas.
Floors (ceramic tiles)	Clean	Wash				Apr/Aug & Dec	Acid wash, final wash with non-slip detergent.
Floors (other)	Clean	Wash and clean				Mar, Sep	Non-slip.
Walls	Clean	Scrub-wash				Yearly	Using a solvent-based grease cutter.

Sub Area	Task	Cleaning Method	Daily	Weekly	Fortnightly	Other	Comments
Refrigerators	Clean	Defrost, clean thoroughly with neutral detergent				Mar, Jun, Sept & Dec.	Quarterly. Defrost all non-defrost units, restack & leave on.
Ovens/stoves/microwaves	Clean	Clean thoroughly with neutral detergent				Mar, Jun, Sept & Dec.	Quarterly. Leave smear free.
Light fittings	Clean	Wash and Wipe				Jun, Dec.	Half yearly. Leave smear free.