

Clubhouse Design Guidance: Maintenance Check List

To be read in conjunction with the 'Notes for Users' TAB below and the 'Clubhouse Display Panels: Maintenance'

ISSUE: **May 2019**
CLEAN, DRY, SAFE & HABITABLE

| WHAT TO CHECK | WHAT TO LOOK FOR (Generic guide to be adjusted to suit the particular clubhouse building(s)) | WHAT TO DO (Refer to the buildings O&M manual for specific care instructions) | WHEN TO CHECK (General guide / minimums) * incl. after stormy weather. General note: A defects inspection / check may be included in the contract for building works (typically 12 months after completion) | WHO CHECKS * Inspect from floor / ground level. ** Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations) | NAME / COMPANY | DATE CHECKED (Add as necessary) | | | LOG NOTES |
|---|---|---|--|---|----------------|------------------------------------|-----|-----|-----------|
| | | | | | | --- | --- | --- | |
| Roof(s) | | | | | | | | | |
| Slate/concrete tiles | Signs of damage or ageing from frost, snow, wind that can allow water penetration <ul style="list-style-type: none"> Debris from broken slates and tiles on the ground? Loose, slipped or missing slates or tiles? Internal signs of dampness on ceilings? | Immediate repair or replacement by a roofing contractor. | 6 monthly* | Club | | | | | |
| Ridges and hips | <ul style="list-style-type: none"> Missing ridge or hip tiles? Areas where the pointing is missing? | Immediate repair by a roofing contractor. | 6 monthly* | Club* | | | | | |
| Sheet metal roofing | <ul style="list-style-type: none"> Damage, splits or cracks? A build up of dirt or deposits? | Immediate repair. Use mastic or repair tapes until a proper repair can be carried out by a roofing contractor. | 6 monthly* | Club* | | | | | |
| Asphalt, flat roofs | <ul style="list-style-type: none"> Splits, cracks, blisters or bumps? | Immediate repair by a roofing contractor. | 6 monthly* | Club** | | | | | |
| Roof surfaces | Poor drainage from roof and gutter surfaces <ul style="list-style-type: none"> Large areas of moss? Build up of dirt or deposits? Misaligned or displaced sections? | Remove immediately by an appropriate contractor. | 6 monthly* | Club* | | | | | |
| Roof valleys and parapet gutters | <ul style="list-style-type: none"> Plants, birds nests or other debris blocking the passage of water? | Clear debris from roof valleys and parapet gutters. If possible, clear away snow from parapet and valley gutters in the winter. | 6 monthly* | Club** | | | | | |
| Flashings | <ul style="list-style-type: none"> Gaps, splits or displacement? Insecure fixings? Mortar pointing in poor condition? | Immediate repair or replacement by a roofing/ appropriate contractor. | 6 monthly* | Club* | | | | | |
| Chimneys | Structural instability <ul style="list-style-type: none"> Are chimney stacks leaning? Vegetation growth? Cracks, loose or bulging masonry and badly eroded or open joints? Loose render? | Take prompt action to arrange a closer inspection by a surveyor if any of these problems are noted. | 6 monthly* | Club* | | | | | |
| Access | Safe roof access <ul style="list-style-type: none"> Duckboards, access platforms and handrails in safe and servicable condition? | Immediate repair and ensure free of debris by a roofing/ appropriate contractor. | 6 monthly* | Club* | | | | | |



Clubhouse Design Guidance: Maintenance Check List

To be read in conjunction with the 'Notes for Users' TAB below and the 'Clubhouse Display Panels: Maintenance'

ISSUE: **May 2019**
CLEAN, DRY, SAFE & HABITABLE

| WHAT TO CHECK | WHAT TO LOOK FOR (Generic guide to be adjusted to suit the particular clubhouse building(s)) | WHAT TO DO (Refer to the buildings O&M manual for specific care instructions) | WHEN TO CHECK (General guide / minimums) * incl. after stormy weather. General note: A defects inspection / check may be included in the contract for building works (typically 12 months after completion) | WHO CHECKS * Inspect from floor / ground level. ** Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations) | NAME / COMPANY | DATE CHECKED (Add as necessary) | | | LOG NOTES |
|---|--|--|--|---|----------------|------------------------------------|-----|-----|-----------|
| | | | | | | --- | --- | --- | |
| Rainwater Goods | | | | | | | | | |
| Gutters and downpipes | Effective discharge of all rainwater <ul style="list-style-type: none"> Do the gutters have the correct fall/ gradient? Are the fixings secure? Are there any damaged sections? Are the anti-vandal covers/ guards secure? | Undertake immediate corrective work by an appropriate contractor. | 12 monthly* | Club* | | | | | |
| | <ul style="list-style-type: none"> Are there damp stains on the outer face of the wall suggesting blockages? | Clear away leaves and debris regularly. Consider fitting bird/leaf guards. | 12 monthly* | Club* | | | | | |
| | <ul style="list-style-type: none"> Are fascia boards in sound condition? | Redecorate timber fascia boards cyclically ever 3-5 years. Repair/ replace damaged and rotted sections by an appropriate contractor. | 12 monthly* | Club* | | | | | |
| External Walls | | | | | | | | | |
| Structural / masonry issues | Structural instability <ul style="list-style-type: none"> Are there unusual or progressive cracks, bumps or bulges? Have you observed any spalling of the edges and corners of blocks of masonry? | Take advice from a surveyor about whether monitoring is required and report immediately any significant changes to any cracks. | 12 monthly | Initial check by club then by a surveyor | | | | | |
| | <ul style="list-style-type: none"> Are there any areas of masonry that have become deeply eroded? Is the pointing in good condition or are there areas where it is deeply recessed, crumbly, loose or missing? | Repoint/ repair immediately by an appropriate contractor. | 12 monthly | Club* | | | | | |
| Render | Water penetration <ul style="list-style-type: none"> Are there any cracks in the render that could cause water to penetrate into the wall core? | Repair immediately by an appropriate contractor. | 12 monthly | Club* | | | | | |
| Wall cladding (plastisol coated steel) | <ul style="list-style-type: none"> Are there cracks, splits or other damage that could allow water to penetrate? Are there any loose sections of jointing trims? Is there any discoloration of the coating? | Repair immediately by an appropriate contractor. Repainting of the sheet surface may be necessary due to discolouration, flaking or corrosion. | 12 monthly | Club* | | | | | |
| Timber / external joinery | Protection from decay <ul style="list-style-type: none"> Are there any signs of timber decay or possible insect infestation? Are there any signs of breakdown of protective treatments (paints / stains etc)? | Repair immediately by an appropriate contractor. Ensure that the integrity of paint or protective finishes are maintained by redecorating external timberwork every 3-5 years. | 12 monthly | Club* | | | | | |
| Ground levels | Dampness <ul style="list-style-type: none"> Are there any signs that high ground levels are contributing to excessive damp in the building? | Improve ground levels as necessary. | Initial check | Club | | | | | |



Clubhouse Design Guidance: Maintenance Check List

To be read in conjunction with the 'Notes for Users' TAB below and the 'Clubhouse Display Panels: Maintenance'

ISSUE: **May 2019**
CLEAN, DRY, SAFE & HABITABLE

| WHAT TO CHECK | WHAT TO LOOK FOR (Generic guide to be adjusted to suit the particular clubhouse building(s)) | WHAT TO DO (Refer to the buildings O&M manual for specific care instructions) | WHEN TO CHECK (General guide / minimums) * incl. after stormy weather. General note: A defects inspection / check may be included in the contract for building works (typically 12 months after completion) | WHO CHECKS * Inspect from floor / ground level. ** Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations) | NAME / COMPANY | DATE CHECKED (Add as necessary) | | | LOG NOTES |
|-----------------------------------|--|--|--|---|----------------|------------------------------------|-----|-----|-----------|
| | | | | | | --- | --- | --- | |
| Air bricks and ventilators | Ventilation • Are air bricks or ventilation grilles in good condition and free of obstruction? | Clear air bricks or ventilators if necessary. | 6 monthly | Club | | | | | |
| Plants | • Are there any plants or shrubs growing close to the wall and blocking air bricks or ventilation? | Clear away plant growth from around the building. | 6 monthly | Club | | | | | |
| External Doors and Windows | | | | | | | | | |
| Doors | Functionality • Can doors be easily opened and closed without using any force? • Are rubber seals, metal coverings and flashings intact? • Do latches and security locks work properly? • Is the timber/ PVCu/ metal in good condition and free from damage or decay? • Are paint finishes in good condition? | Immediate repair/ ease and/or lubricate door ironmongery. Ensure that the integrity of paint/protective finishes are maintained by redecorating external timberwork every 3 - 5 years. | 12 monthly | Club | | | | | |
| Windows | • Do windows 'stick' or are they difficult to open? • Is the timber/ PVCu/ metal in good condition and free from defect? • Are paint or protective finishes in good condition? | Ensure that the integrity of paint finishes are maintained by redecorating external timberwork every 3 - 5 years. Make sure that windows can be opened easily so that the building can be ventilated. Lubricate window ironmongery. Check the security of any locks. | 12 monthly | Club | | | | | |
| Door and window glazing | • Are there any broken, cracked or missing panes of glass? | Immediate replacement by an appropriate contractor. | 12 monthly | Club | | | | | |
| Glazing generally | Safety • Are all windows or other transparent or translucent surfaces present in walls, partitions, doors or gates? • Are safety materials that are inherently robust materials used in safety-critical locations (i.e. ordinary annealed glass of approved thickness, or alternatively protected by a suitable permanent barrier)? | Check and improve/ remove hazard accordingly. | Initial check | Club / Surveyor | | | | | |



Clubhouse Design Guidance: Maintenance Check List

To be read in conjunction with the 'Notes for Users' TAB below and the 'Clubhouse Display Panels: Maintenance'

ISSUE: **May 2019**
 CLEAN, DRY, SAFE & HABITABLE

| WHAT TO CHECK | WHAT TO LOOK FOR (Generic guide to be adjusted to suit the particular clubhouse building(s)) | WHAT TO DO (Refer to the buildings O&M manual for specific care instructions) | WHEN TO CHECK (General guide / minimums) * incl. after stormy weather. General note: A defects inspection / check may be included in the contract for building works (typically 12 months after completion) | WHO CHECKS * Inspect from floor / ground level. ** Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations) | NAME / COMPANY | DATE CHECKED (Add as necessary) | | | LOG NOTES |
|---|---|--|--|---|----------------|------------------------------------|-----|-----|-----------|
| | | | | | | --- | --- | --- | |
| Roller shutters (see below for mechanical servicing) | <p>Safety and functionality</p> <ul style="list-style-type: none"> Does the shutter open and close without any resistance or strange noises? Check the security of any locks. Is there a build up of dirt and debris to frames, running tracks and are components free of dust? Are users fully aware of all the operating and safety instructions supplied by the manufacturer? | <p>Ensure that the shutter is electrically isolated before undertaking maintenance works.</p> <p>Hardware components should be regularly oiled e.g. using a wet silicone spray, to avoid deterioration and costly repairs later.</p> <p>Inspect the motor and switch/ lock for correct operation on a regular basis. (See below section for servicing etc.)</p> <p>Any defects should be repaired immediately. Refer to the makers plate and obtain suitable contractor details.</p> <p>All maintenance and cleaning should be undertaken in accordance with the manufacturers' instructions / manuals.</p> | Monthly | Club | | --- | --- | --- | |



Clubhouse Design Guidance: Maintenance Check List

To be read in conjunction with the 'Notes for Users' TAB below and the 'Clubhouse Display Panels: Maintenance'

ISSUE: **May 2019**
CLEAN, DRY, SAFE & HABITABLE

| WHAT TO CHECK | WHAT TO LOOK FOR (Generic guide to be adjusted to suit the particular clubhouse building(s)) | WHAT TO DO (Refer to the buildings O&M manual for specific care instructions) | WHEN TO CHECK (General guide / minimums) * incl. after stormy weather. General note: A defects inspection / check may be included in the contract for building works (typically 12 months after completion) | WHO CHECKS * Inspect from floor / ground level. ** Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations) | NAME / COMPANY | DATE CHECKED (Add as necessary) | | | LOG NOTES |
|---|--|---|--|---|----------------|------------------------------------|-----|-----|-----------|
| | | | | | | --- | --- | --- | |
| Inside the Building | | | | | | | | | |
| Roof spaces | Water penetration <ul style="list-style-type: none"> Are there signs of leaks or damage to the roof covering during heavy rain? Does the roof insulation restrict ventilation? | Refer to roof section above for inspection of roof covering. Re-arrange insulation to free roof vents (if safe to do so). Consider upgrading fibre wool insulation to 400mm thick in the interests of energy conservation. | 6 monthly* | Club | | | | | |
| Ceilings Generally | Are there any patches of damp staining on the underside of the roof or ceiling? | Refer to roof section above for inspection of roof sheet covering. | 12 monthly | Club | | | | | |
| Ceilings | Safety <ul style="list-style-type: none"> Do the ceilings have any proprietary textured finishes? | Confirm the type of material before undertaking any work - refer to Asbestos section below. | 12 monthly | Club | | | | | |
| Suspended grid / tile ceilings | General care | Suspended ceilings can be cleaned to maintain good condition. Ceiling tiles are generally made of mineral fibre, tin or vinyl. | Regularly as necessary | Club | | | | | |
| Internal walls | Water penetration <ul style="list-style-type: none"> Are there any patches of staining on the walls or other signs of excessive dampness? | Identify and address the cause of any dampness indicated by patches of staining or peeling paint. Open windows and doors on dry days during the summer months to allow water vapour to escape. Maintain a back ground heat. | 12 monthly | Club | | | | | |
| Internal walls generally | <ul style="list-style-type: none"> Are there any patches of damp staining or mould growth on the walls? | Identify and address the cause of any dampness indicated by patches of staining. Open windows and doors on dry days during the summer months to allow water vapour to escape. Maintain a background heat. | 12 monthly | Club | | | | | |
| Pre-finished vinyl-faced plasterboard | <ul style="list-style-type: none"> Dirt to finishes/ general care. | Where safe to do so gently clean the pre-finished sheets using a generic detergent and warm water. Dry clean using a soft cloth. Within the contractual defect period report any defects to the manufacturer/ main contractor. | 3-6 monthly | Club | | | | | |
| PVCu wall cladding (bioclad PVC wall lining) | <ul style="list-style-type: none"> Dirt to finishes/ general care. | Where safe to do so gently clean the PVCu sheets using a generic detergent and warm water. Apply an anti-static solution to prevent static build up. Within the contractual defect period report any defects to the manufacturer/ main contractor. | 3-6 monthly | Club | | | | | |



Clubhouse Design Guidance: Maintenance Check List

To be read in conjunction with the 'Notes for Users' TAB below and the 'Clubhouse Display Panels: Maintenance'

ISSUE: **May 2019**
 CLEAN, DRY, SAFE & HABITABLE

| WHAT TO CHECK | WHAT TO LOOK FOR (Generic guide to be adjusted to suit the particular clubhouse building(s)) | WHAT TO DO (Refer to the buildings O&M manual for specific care instructions) | WHEN TO CHECK (General guide / minimums) * incl. after stormy weather. General note: A defects inspection / check may be included in the contract for building works (typically 12 months after completion) | WHO CHECKS * Inspect from floor / ground level. ** Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations) | NAME / COMPANY | DATE CHECKED (Add as necessary) | | | LOG NOTES |
|---|---|---|--|---|----------------|------------------------------------|-----|-----|-----------|
| | | | | | | --- | --- | --- | |
| Ceramic wall tiles | <ul style="list-style-type: none"> Is grouting complete with no gaps/ any cracks? | Gently clean the tiles using a generic detergent and warm water. Use anti-fungal sprays as necessary. Within the contractual defect period report any defects to the manufacturer/ main contractor. | As necessary | Club | | | | | |
| Floors | <ul style="list-style-type: none"> Are timber floors in good condition and free from decay? Is there any adverse movement to solid floors? Do any floor coverings show signs of excess wear and tear? Do the floors present a hazard? | Address any safety hazards immediately. Arrange inspection by surveyor if there are structural concerns. | 12 monthly | Club / Surveyor | | | | | |
| Internal doors (pre-finished / solid-core doors) (See also 'Services' section below for fire doors) | <ul style="list-style-type: none"> Is it possible to open and close doors easily without using excessive force? General care. | Ironmongery/ hardware components should be oiled using a wet silicone spray. Inspect the Ironmongery for correct operation. Adjust closers as necessary using grub screws. Inspect any seals and gaskets for quality. Any damage should be repaired immediately. Refer to the buildings O&M manual. Contact the modular building manufacturer/ main contractor for advice and to arrange attendance of an appropriate contractor. Determine whether defects are covered under the buildings defects period/ product guarantees. Clean thoroughly using a generic detergent solution and a sponge. Rinse thoroughly using water. | 3-6 monthly | Club | | | | | |
| Internal joinery | <ul style="list-style-type: none"> Are there any signs of timber decay or insect attack? | Replace component and treat area. Address any safety hazards immediately. | 12 monthly | Club | | | | | |
| Kitchen fittings (laminated kitchen units) | <ul style="list-style-type: none"> General care. | Clean thoroughly using a generic detergent solution and a sponge. Rinse thoroughly using water. Inspect the ironmongery for correct operation and oil as necessary using a wet silicone spray. Any damage should be repaired immediately. Refer to the buildings O&M manual. Contact the modular building manufacturer/ main contractor for advice and to arrange attendance of an appropriate contractor. Determine whether defects are covered under the buildings defects period/ product guarantees. | Weekly | Club | | | | | |
| Voids | <ul style="list-style-type: none"> Checked less accessible areas such as floor and roof voids, spaces under stairs and in cupboards? | Address any safety hazards immediately | 12 monthly | Club | | | | | |



Clubhouse Design Guidance: Maintenance Check List

To be read in conjunction with the 'Notes for Users' TAB below and the 'Clubhouse Display Panels: Maintenance'

ISSUE: **May 2019**
CLEAN, DRY, SAFE & HABITABLE

| WHAT TO CHECK | WHAT TO LOOK FOR (Generic guide to be adjusted to suit the particular clubhouse building(s)) | WHAT TO DO (Refer to the buildings O&M manual for specific care instructions) | WHEN TO CHECK (General guide / minimums) * incl. after stormy weather. General note: A defects inspection / check may be included in the contract for building works (typically 12 months after completion) | WHO CHECKS * Inspect from floor / ground level. ** Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations) | NAME / COMPANY | DATE CHECKED (Add as necessary) | | | LOG NOTES |
|---|--|--|--|---|----------------|------------------------------------|-----|-----|-----------|
| | | | | | | --- | --- | --- | |
| Surrounding the Building | | | | | | | | | |
| Trees | Potential subsidence / damage to drains <ul style="list-style-type: none"> Are there any trees near to the building that cause concern? | Consult with specialist tree surveyor. | 12 monthly | Club | | | | | |
| Plants | <ul style="list-style-type: none"> Are there any plants or shrubs growing close to the building? | Clear away all plant growth from around the building. | 6 monthly | Club | | | | | |
| Approach roads and carparks | Safety <ul style="list-style-type: none"> Check surfacing for safety hazards | Address any safety hazards immediately | 12 monthly | Club | | | | | |
| Pathways/ground surrounding the building | <ul style="list-style-type: none"> Do pathways fall/ shed rainwater away from the building? Are gravel drains clear of debris and ponding water? | Clear gravel drains of debris/ plant growth and ensure rainwater adequately soaks away. | 12 monthly | Club | | | | | |
| Drainage | | | | | | | | | |
| Drains | Functionality <ul style="list-style-type: none"> Are drainage channels blocked with leaves and debris? | Clear drainage channels including soakaways | 6 monthly | Club | | | | | |
| Surface and foul drainage | <ul style="list-style-type: none"> Are drainage channels blocked with leaves and debris? Are accessible drains, manholes, inspection chambers and outlets clear and in good condition? Do gullies catch all the water from the downpipes? Are gulleys free from leaves and other debris? Does the water flow away effectively after rainfall? | Clear drainage channels including soakaways Internally where noxious smells, check air admittance valves for correct operation (Consult with a qualified plumber for repair works) Clean gulleys regularly and remove any silt and debris. | 3-6 monthly | Club | | | | | |
| Gulleys | <ul style="list-style-type: none"> Do gullies catch all the water from the downpipes? Are gulleys free from leaves and other debris? Does the water flow away effectively after rainfall? | Clean gulleys regularly and remove any silt and debris. | 6 monthly Empty silt traps every three months | Club | | | | | |
| Surface water drains | <ul style="list-style-type: none"> Does water satisfactorily fall away from the building? | Consider altering levels to fall away from the building. | Initial check | Club | | | | | |
| Foul and combined | <ul style="list-style-type: none"> Are accessible drains, manholes, inspection chambers and outlets clear and in good condition? | Include within regular maintenance regime. | 6 monthly | Club | | | | | |



Clubhouse Design Guidance: Maintenance Check List

To be read in conjunction with the 'Notes for Users' TAB below and the 'Clubhouse Display Panels: Maintenance'

ISSUE: **May 2019**
 CLEAN, DRY, SAFE & HABITABLE

| WHAT TO CHECK | WHAT TO LOOK FOR (Generic guide to be adjusted to suit the particular clubhouse building(s)) | WHAT TO DO (Refer to the buildings O&M manual for specific care instructions) | WHEN TO CHECK (General guide / minimums) * incl. after stormy weather. General note: A defects inspection / check may be included in the contract for building works (typically 12 months after completion) | WHO CHECKS * Inspect from floor / ground level. ** Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations) | NAME / COMPANY | DATE CHECKED (Add as necessary) | | | LOG NOTES |
|--|--|---|--|---|----------------|------------------------------------|-----|-----|-----------|
| | | | | | | --- | --- | --- | |
| Soakaways | <ul style="list-style-type: none"> Does the water drain away quickly after rainfall? | Remove any silt deposits and debris. | Check for silting or contamination every few months or so | Club | | | | | |
| Services (Plumbing / Heating / Electrical etc) (Priority issues that may relate to Health and Safety legislation or best practice are marked in RED) | | | | | | | | | |
| Plumbing | Safety and functionality of building systems <ul style="list-style-type: none"> Are there any drips from pipework, taps etc. or wastes beneath sinks. | Fix dripping taps and leaks immediately to prevent moisture seeping into nearby timber or masonry and causing decay. | 6 monthly | Club | | | | | |
| Sanitary ware / shower chair etc. | <ul style="list-style-type: none"> General care. | Clean sanitary ware thoroughly using warm water and an antibacterial detergent. Remove marks and scuffs using a china rubber. Clean using a cloth or brush Any damage should be repaired immediately. Refer to the buildings O&M manual. Contact the modular building manufacturer/ main contractor for advice and to arrange attendance of an appropriate contractor. Determine whether defects are covered under the buildings defects period/ product guarantees. | Weekly | Club | | | | | |
| Intruder alarm / CCTV | <ul style="list-style-type: none"> Is the installation regularly checked and serviced? | Consider annual servicing by specialist. | 12 monthly | Club / Specialist | | | | | |
| Extract fans | <ul style="list-style-type: none"> General care. | Cleaning of extract fans to be undertaken by a competent person/ electrician only and the fan needs to be electrically isolated beforehand. Take off the fan cover and soak it in the soapy water. Remove the fan blade and wipe it with the window cleaning fluid on both sides. With a damp cloth, wipe away any build-up or debris. Locate the motor and clear debris away from it with the cotton buds. | 6-12 monthly depending on usage | Electrical Safe Registered Contractor | | | | | |
| Air conditioning | <ul style="list-style-type: none"> Is the installation regularly checked and serviced? | Undertake regular specialist checking, testing, servicing and filter cleaning | 6-12 monthly depending on usage | Club | | | | | |
| Switches and outlets | <ul style="list-style-type: none"> Are any power sockets or light switch plates broken? Are there any signs of arcing/ loose wires? | Check for wear & damage. Check for Operation. Consult with an Approved Electrical Contractor to remedy faults. | 6 monthly | Club / Electrical Safe Registered Contractor | | | | | |



Clubhouse Design Guidance: Maintenance Check List

To be read in conjunction with the 'Notes for Users' TAB below and the 'Clubhouse Display Panels: Maintenance'

ISSUE: **May 2019**
CLEAN, DRY, SAFE & HABITABLE

| WHAT TO CHECK | WHAT TO LOOK FOR (Generic guide to be adjusted to suit the particular clubhouse building(s)) | WHAT TO DO (Refer to the buildings O&M manual for specific care instructions) | WHEN TO CHECK (General guide / minimums) * incl. after stormy weather. General note: A defects inspection / check may be included in the contract for building works (typically 12 months after completion) | WHO CHECKS * Inspect from floor / ground level. ** Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations) | NAME / COMPANY | DATE CHECKED (Add as necessary) | | | LOG NOTES |
|------------------------------|---|---|--|---|----------------|------------------------------------|-----|-----|-----------|
| | | | | | | --- | --- | --- | |
| Asbestos | <ul style="list-style-type: none"> Is there an asbestos management survey/ asbestos register on site? Any building built before year 2000 may potentially contain Asbestos. | Commission asbestos survey to meet the legal requirement, as defined within the Control of Asbestos Regulations 2012 (CAR 2012) | Immediately if asbestos survey not present | UKAS 17020 accredited contractor | | | | | |
| | <ul style="list-style-type: none"> Is there evidence that the asbestos register has been updated whenever work, including removal or sealing, has been carried out on asbestos containing materials or following periodic reviews? | Update on-site asbestos register | As required | Club | | | | | |
| | <ul style="list-style-type: none"> Is there evidence that monitoring is taking place of the condition of any known or presumed asbestos on site? | Undertake asbestos re-inspection survey as necessary. | 12 monthly for thermal insulation / insulation board or 24 monthly for other asbestos containing materials | UKAS 17020 accredited contractor or an employee holding BOHS P405 certificate (or equivalent) | | | | | |
| | <ul style="list-style-type: none"> Is there refurbishment/ building works planned and has a demolition & refurbishment survey been undertaken? | If you are refurbishing or undertaking building work you will need an asbestos refurbishment survey. | As required | UKAS 17020 accredited contractor | | | | | |
| Electrical inspection | <ul style="list-style-type: none"> Has the electrical installation been inspected and tested? | Commission 5 yearly electrical test and where necessary undertake works as detailed within the report. | 5 yearly | Electrical Safety Registered Contractor | | | | | |
| | <ul style="list-style-type: none"> Are electrical sockets and electrical extension leads being used responsibly, e.g. not overloaded, surge protected etc.? | Address any safety hazards immediately | Regularly | Club | | | | | |
| Emergency lighting | <ul style="list-style-type: none"> Is the emergency lighting installation regularly checked? | Commission a test to suit the particular type of installation | 12 monthly with potential for supplementary checks 1-3 monthly | Electrical safety registered contractor | | | | | |
| Lighting | <ul style="list-style-type: none"> LED lights should give a good service for up to seven years. Standard lamp fitted lights should be checked regularly to ensure quality operation. | <p>Check for lamp operation. If required and by applying a safe method of working at height replace the lamps as necessary with a like for like replacement.</p> <p>Check for wear and damage to diffusers/ louvres.</p> <p>Consult with an approved electrical contractor to remedy faults</p> | Regularly | Club | | | | | |
| Fire alarm | <ul style="list-style-type: none"> Is the fire alarm installation regularly checked? | Commission a full test of alarm, smoke and heat detectors | 12 monthly with potential for supplementary checks weekly and monthly | Specialist contractor | | | | | |



Clubhouse Design Guidance: Maintenance Check List

To be read in conjunction with the 'Notes for Users' TAB below and the 'Clubhouse Display Panels: Maintenance'

ISSUE: **May 2019**
CLEAN, DRY, SAFE & HABITABLE

| WHAT TO CHECK | WHAT TO LOOK FOR (Generic guide to be adjusted to suit the particular clubhouse building(s)) | WHAT TO DO (Refer to the buildings O&M manual for specific care instructions) | WHEN TO CHECK (General guide / minimums) * incl. after stormy weather. General note: A defects inspection / check may be included in the contract for building works (typically 12 months after completion) | WHO CHECKS * Inspect from floor / ground level. ** Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations) | NAME / COMPANY | DATE CHECKED (Add as necessary) | | | LOG NOTES |
|--|---|---|--|---|----------------|------------------------------------|-----|-----|-----------|
| | | | | | | --- | --- | --- | |
| Fire risk assessment | <ul style="list-style-type: none"> Has a suitable fire risk assessment been carried out for the premises? Is there a suitable fire management policy / emergency plan? | Undertake using government guidance or appoint consultant. | 12 monthly | Competent/ responsible person or specialist consultant. | | | | | |
| Fire fighting equipment | <ul style="list-style-type: none"> Are fire extinguishers and other fire fighting equipment serviced annually? Are fire extinguishers and other fire fighting equipment checked (visually) monthly? | Appoint specialist company to undertake annual check. | 12 monthly | Specialist company | | | | | |
| Fire doors | <ul style="list-style-type: none"> Is there a formal system in place for checking fire doors? | Produce and update log book checking the compliance of fire doors in accordance/ reference to The Regulatory Reform (Fire Safety) Order 2005 (RRO or FSO) checklist | 12 monthly | Competent/ responsible person | | | | | |
| Means of escape | <ul style="list-style-type: none"> Is effective means of escape from a fire provided and maintained? Are fire escape routes clear of obstructions and steps and stairs maintained in good condition? Are there sufficient fire exit signs and are they clearly visible? | Address in conjunction with fire risk assessment. | Immediate | Competent/ responsible person or specialist consultant. | | | | | |
| Control of substances hazardous to health (COSHH) | <ul style="list-style-type: none"> Have COSHH Assessments been carried out for ALL relevant substances in use? http://www.hse.gov.uk/coshh/basics.htm | Undertake risk assessment referring to HSE A step by step guide to COSHH assessment | As necessary | Competent/ responsible person | | | | | |
| Heating - electric convector heaters | <ul style="list-style-type: none"> Are vents to heaters clear? | Check and clear obstructions/ build up of dust. | 12 monthly | Club | | | | | |
| Hand dryer | <ul style="list-style-type: none"> General care. | Depending on type. Refer to the buildings O&M Manual for specific care instructions. | Include within electrical testing | Electrical Safe Registered Contractor | | | | | |
| Gas heating system | <ul style="list-style-type: none"> Have gas boilers, flues and plant been tested, inspected and serviced? http://www.hse.gov.uk/pubns/indg238.pdf | Commission inspection and agree suitable servicing programme. | 12 monthly | Gas Safe Contractor | | | | | |
| Oil heating system | <ul style="list-style-type: none"> Have oil fired boilers/ appliances been tested, inspected and serviced? https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/33551/spec36.pdf | Commission inspection and agree suitable servicing programme. | 12 monthly | OFTEC Registered Technician | | | | | |
| Heating system | <ul style="list-style-type: none"> Is the heating system operating correctly? | Shut down the heating system once a year and have the boiler serviced. Bleed radiators if you have them. Ensure that the frost thermostat is operational. | 12 monthly | Competent/ responsible person | | | | | |
| Frost protection | <ul style="list-style-type: none"> Have all exposed water tanks and hot/ cold & heating pipes been checked for adequate protected against severe frost? | Take appropriate action to insulate as necessary. | 12 monthly | Competent/ responsible person | | | | | |



Clubhouse Design Guidance: Maintenance Check List

To be read in conjunction with the 'Notes for Users' TAB below and the 'Clubhouse Display Panels: Maintenance'

ISSUE: **May 2019**
 CLEAN, DRY, SAFE & HABITABLE

| WHAT TO CHECK | WHAT TO LOOK FOR (Generic guide to be adjusted to suit the particular clubhouse building(s)) | WHAT TO DO (Refer to the buildings O&M manual for specific care instructions) | WHEN TO CHECK (General guide / minimums) * incl. after stormy weather. General note: A defects inspection / check may be included in the contract for building works (typically 12 months after completion) | WHO CHECKS * Inspect from floor / ground level. ** Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations) | NAME / COMPANY | DATE CHECKED (Add as necessary) | | | LOG NOTES |
|--|--|---|--|---|----------------|------------------------------------|-----|-----|-----------|
| | | | | | | --- | --- | --- | |
| Kitchens | <ul style="list-style-type: none"> Is the gas supply checked? http://www.hse.gov.uk/pubns/indg238.pdf | Commission suitable check as necessary | 6-12 monthly | Gas Safe Contractor | | | | | |
| | <ul style="list-style-type: none"> Is the extract system regularly cleaned as necessary | Undertake cleaning as appropriate for usage. | 12 monthly / minimum for normal usage | Club/ catering equipment company | | | | | |
| | <ul style="list-style-type: none"> Is the heating system operating correctly? | Undertake cleaning as appropriate for usage. | 12 monthly | Catering equipment company | | | | | |
| Portable appliance testing (PAT) | <ul style="list-style-type: none"> Is electrical equipment tested? http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm | Commission PAT test and agree frequency | 12 monthly | Electrical Safety Registered Contractor | | | | | |
| | <ul style="list-style-type: none"> Are type 3 thermostatic mixing valves fitted to all hot water outlets in areas to which vulnerable persons may have access including all bathing water outlets? http://www.hse.gov.uk/healthservices/scalding-burning.htm | Address immediately as necessary | Initial check, then as necessary | Competent/ responsible person | | | | | |
| Water and surface temperature control | <ul style="list-style-type: none"> Is the surface temperature of accessible hot pipes and radiator surfaces limited to 43 degrees C? | Address immediately as necessary | Initial check, then as necessary | Competent/ responsible person | | | | | |
| | <ul style="list-style-type: none"> Is there a contract in place for water monitoring and maintenance for the prevention of Legionella? http://www.hse.gov.uk/legionnaires/faqs.htm | As an employer, or a person in control of the premises, you are responsible for health and safety and need to take the right precautions to reduce the risks of exposure to legionella. | Reviewed regularly | A member of the Legionella Control Association | | | | | |
| Roller shutters | <ul style="list-style-type: none"> Monthly checks by club - see above doors section. Annual service check by specialist contractor http://www.hse.gov.uk/work-equipment-machinery/uk-law-design-supply-products.htm | Refer to makers name plate for contact details. | Monthly by Club (see above doors section) 12 monthly by specialist contractor | Specialist contractor | | | | | |
| | <ul style="list-style-type: none"> Is lightning protection inspected and tested? | Commissioning inspection and servicing as necessary | 11-12 monthly | Checked by qualified person | | | | | |
| Keyless entry locks | <ul style="list-style-type: none"> Are buttons sticking? Is the catch not engaging? | In the interests of security repair immediately. Any damage should be repaired immediately. Refer to the buildings O&M Manual. Contact the modular building manufacturer/ main contractor for advice and to arrange attendance of an appropriate contractor. Determine whether defects are covered under the buildings defects period/ product guarantees. | Monthly and annually | Club & specialist company | | | | | |

Disclaimer

This guidance note is provided for general information only. Sport England is not your adviser and any reliance you may place on this guidance is at your own risk. Neither Sport England, nor any contributor to the content of this guidance, shall be responsible for any loss or damage of any kind, which may arise from your use of or reliance on this guidance note. Care has been taken over the accuracy of the content of this note but Sport England cannot guarantee that the information is up to date or reflects all relevant legal requirements. The information and drawings contained in this guidance note are not site specific and therefore may not be suitable for your project, facility or event. We recommend that you obtain professional specialist technical and legal advice before taking, or refraining from, any action on the basis of information contained in this note. This guidance note is not intended for, and should not be used in connection with, any procurement activities, or for obtaining planning or other statutory approvals.



Clubhouse Design Guidance: Maintenance Check List

To be read in conjunction with the 'Notes for Users' TAB below and the 'Clubhouse Display Panels: Maintenance'

ISSUE: **May 2019**
CLEAN, DRY, SAFE & HABITABLE

| WHAT TO CHECK | WHAT TO LOOK FOR (Generic guide to be adjusted to suit the particular clubhouse building(s)) | WHAT TO DO (Refer to the buildings O&M manual for specific care instructions) | WHEN TO CHECK (General guide / minimums) * incl. after stormy weather. General note: A defects inspection / check may be included in the contract for building works (typically 12 months after completion) | WHO CHECKS * Inspect from floor / ground level. ** Inspection to apply a safe method of working at height (in strict compliance with the current working at height regulations) | NAME / COMPANY | DATE CHECKED (Add as necessary) | | | LOG NOTES |
|---------------|---|--|--|---|----------------|------------------------------------|-----|-----|-----------|
| | | | | | | --- | --- | --- | |
| | | | | | | --- | --- | --- | |
| | | | | | | 20 | 20 | 20 | |