

M1 Building Maintenance Overview

Clubhouse Design Guidance Notes: **Display Panel** to be read with the **Clubhouse Maintenance Check List**

WHY?

Maintenance of the clubhouse is important to:

- Prevent damage and decay of the facility
- Maintain user appeal
- Protect the value of the clubhouse asset
- Safeguard against breaches of statutory Health and Safety regulations
- Prioritise budgets

HOW?

Adopt a simple systematic approach:

- Refer to existing club records such as drawings and Operation & Maintenance manuals
- Undertake periodic reviews
- Keep comprehensive records
- Use appropriate resources
- Use competent people

WHO?

Initial visual assessment by club member(s) subject to:

- Building related knowledge and expertise
- Safe access

More detailed inspections and advice by specialists:

- A Building Surveyor or Architect
- A General Builder
- A Specialist Contractor

All work by suitably-trained operatives:

- <https://www.citizensadvice.org.uk/consumer/getting-home-improvements-done/before-you-get-building-work-done/>

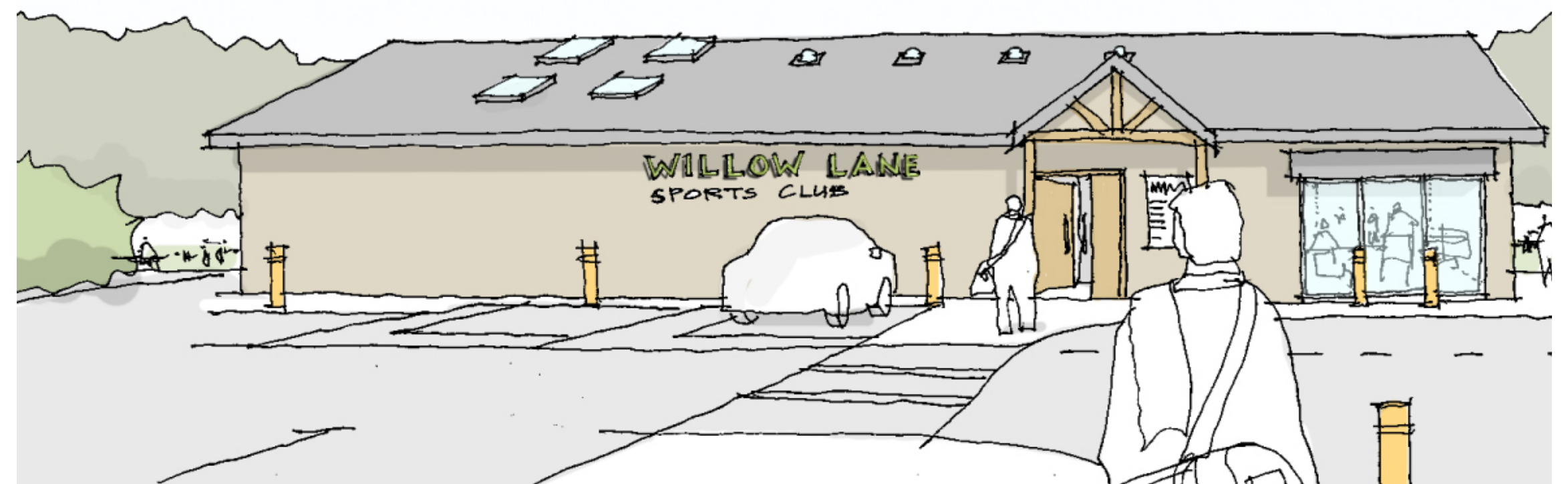
GENERAL

Clubs should keep accurate up-to-date building maintenance records and be aware of statutory health and safety obligations. These should include details of key personnel, service providers, safety tests, operation and maintenance manuals, and legal, ownership, lending and insurance body information. These records should be kept in a safe and secure location under the control of a competent person(s) with standby access provision should the latter become unavailable.

These display panels and the Clubhouse Maintenance Check List give further details.

See common maintenance issues

- Panel ^M2 Priority issues
- Panel ^M3 Roof / gutters / chimneys / flues / parapets
- Panel ^M4 External walls / windows / doors
- Panel ^M5 Internal features
- Panel ^M6 Services / plumbing / heating / electrical supply
- Panel ^M7 Surrounds and drainage



CONSIDER SETTING UP ANNUAL MAINTENANCE CONTRACTS

M2 Building Maintenance Priority issues

- **Inspection and testing of electrical installations**

Carry out 5 yearly electrical test and where necessary undertake works detailed within the report <http://www.hse.gov.uk/pubns/indg354.pdf>

- **Portable appliance testing (PAT)**

Commission periodic PAT test by a Competent Person or Electrical Safety Contractor <http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

- **Air conditioning**

Regular specialist checking, testing, servicing and filter cleaning
<http://energy.gov/energysaver/maintaining-your-air-conditioner>

- **Asbestos**

Asbestos survey to meet the requirements of the Control of Asbestos Regulations 2012 (CAR 2012) <http://www.hse.gov.uk/asbestos/duty.htm#what>

- **Fire risk: Assessment/alarms/means of escape/equipment**

An up-to-date log book with review of risk assessment and checks for compliance of fire alarms, means of escape, fire doors and key building features in accordance with The Regulatory Reform (Fire Safety) Order 2005 (RRO or FSO)
<http://www.hse.gov.uk/toolbox/fire.htm>

- **Gas and oil heating systems**

Commission inspection and agree suitable servicing programme

- **Kitchen**

Commission gas safe contractor and agree suitable servicing programme
<http://www.hse.gov.uk/gas/domestic/newschemecontract.htm>

- **Water monitoring and maintenance**

Contract for water monitoring and maintenance for the prevention of Legionella
<http://www.hse.gov.uk/legionnaires/faqs.htm>

- **Roller shutters**

Annual service check by specialist contractor

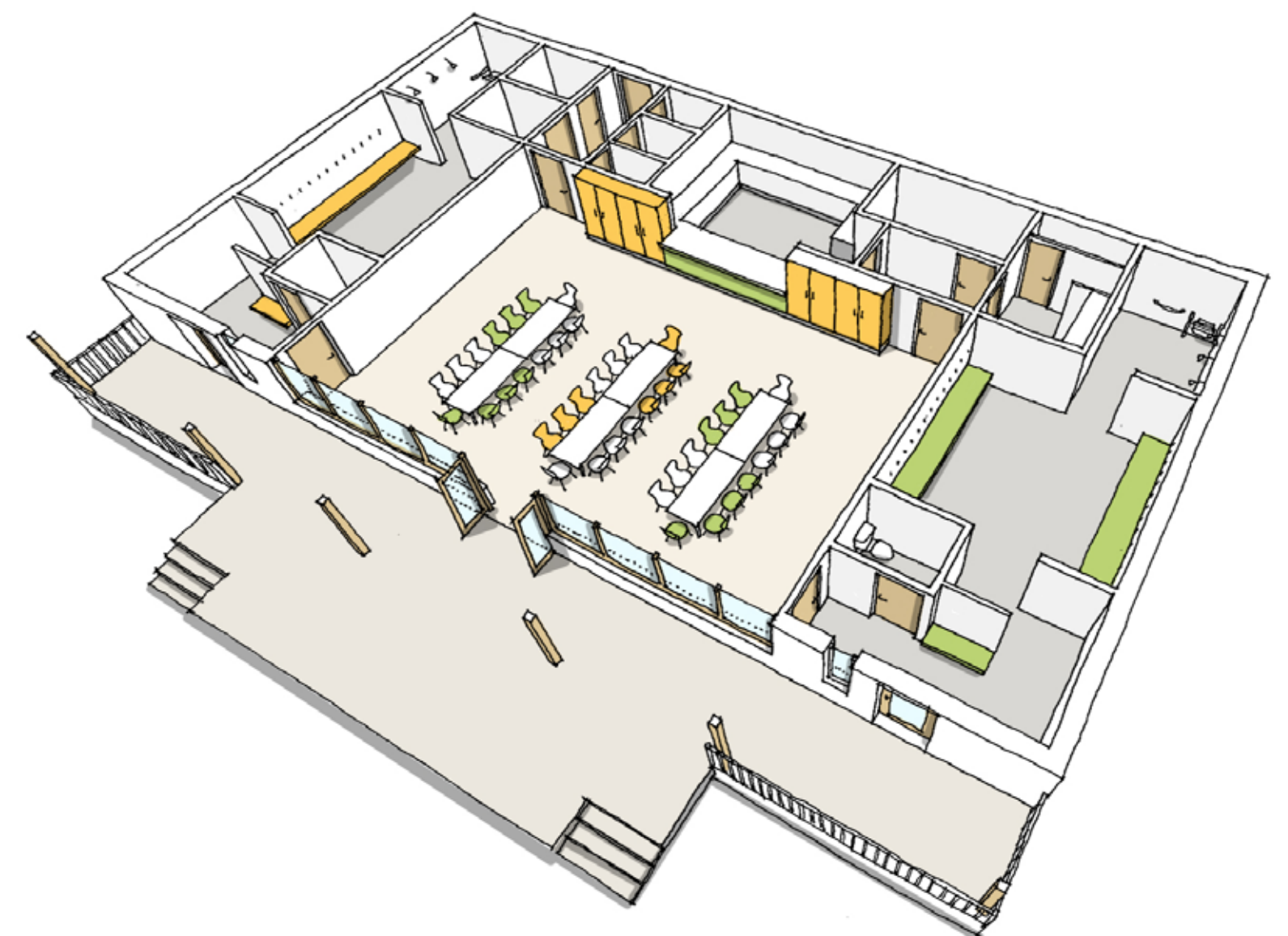
Clubhouse Design Guidance Notes: **Display Panel**
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PRIORITY ISSUES / CHECK LIST

Consider where Health and Safety legislation and 'best practice' recommendations impact on the maintenance of clubhouse buildings - see the *Clubhouse Maintenance Check List* for a full list of issues which may also be reflected in the requirements from:

- Insurance companies
- Mortgage lenders
- Licensing authorities
- Public bodies
- Landlords

Product warranties from contractors and suppliers may also be dependent on prescribed care and maintenance procedures being undertaken and recorded.



M3 Building Maintenance

Most likely defects: Roofs / Gutters / Chimneys / Flues / Parapets

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① Slate/concrete tiles

Look out for signs of frost, snow or wind damage that can cause leaks. Examples:

- Broken slates and tiles on the ground
- Loose, slipped or missing tiles
- Signs of water penetration on ceilings

② Moss

Moss on the roof covering can reduce drainage from roof surfaces and block gutters and drains. See item 6

③ Ridges and hips

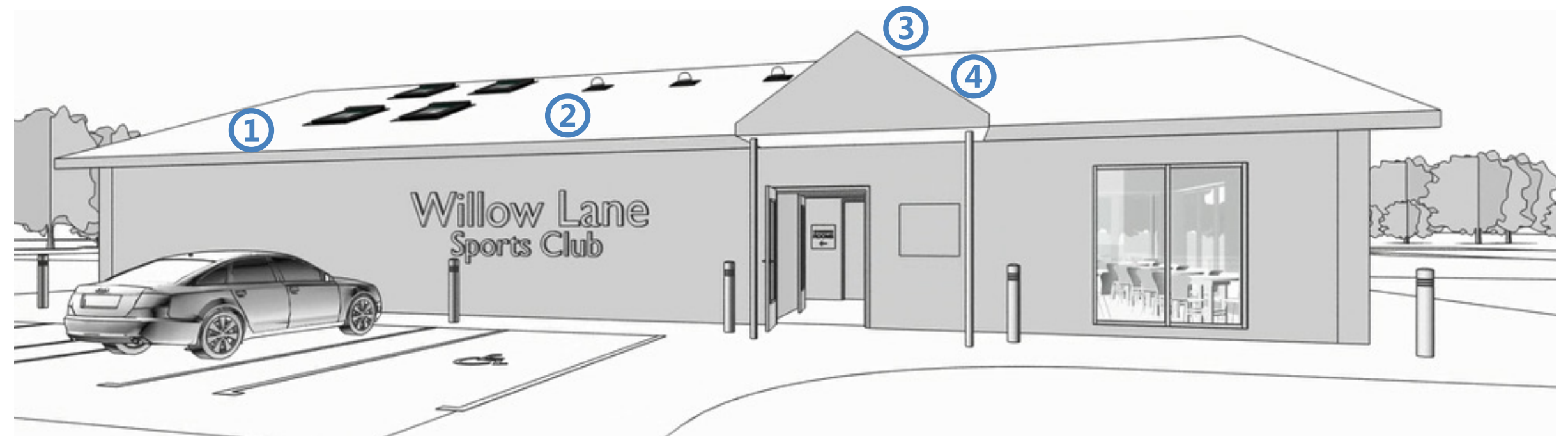
As item 1: Check for any missing ridge, hip tiles or pointing that can cause leaks

④ Sheet metal roofing

As item 1: Look out for splits or cracks in areas of flat or sloping sheet roofing that can cause leaks

⑤ Asphalt, flat roofs

As item 1: Look out for splits, cracks, blisters or bumps can allow water to penetrate the roof covering



⑥ Roof valleys and parapet gutters

Plants, birds nests or other debris can block the passage of water in valley or hidden gutters and should be carefully removed

⑦ Flashings

Gaps, splits, displacement of flashings or loose mortar can cause leaks and allow bird and rodent access

⑧ Access

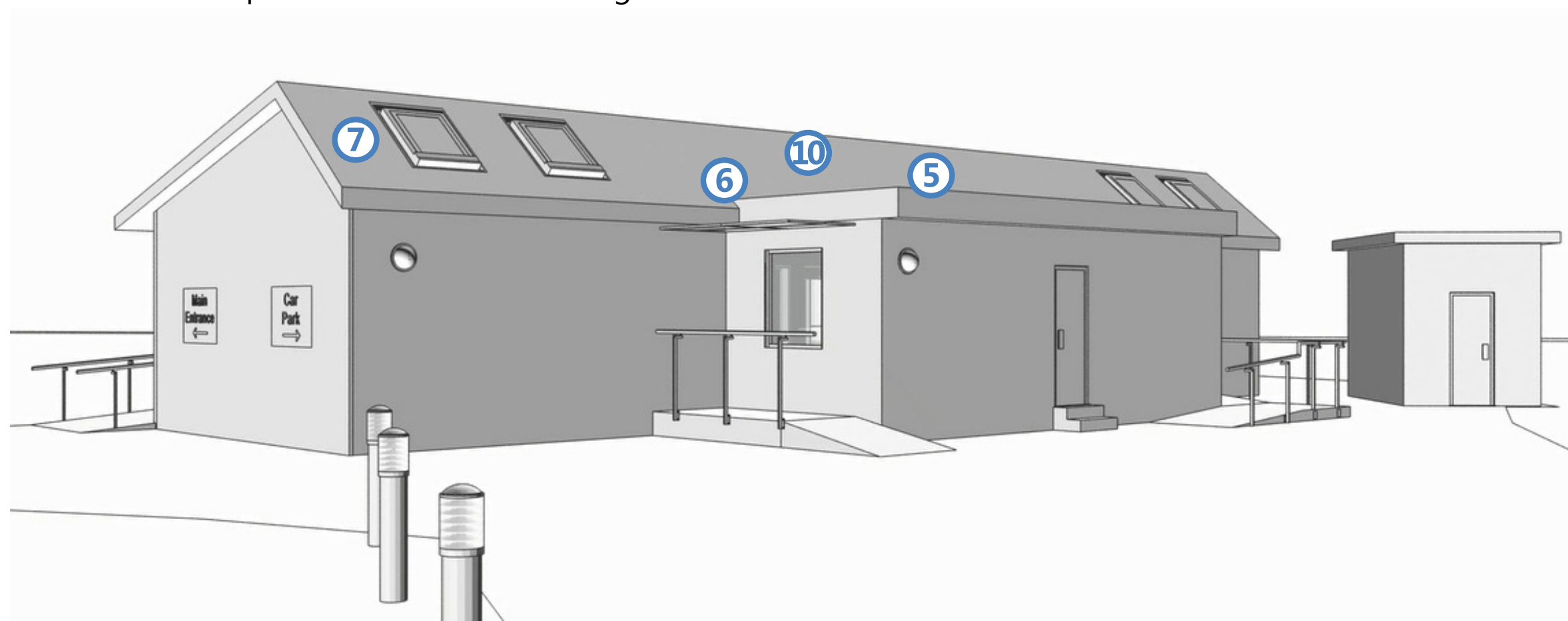
Access platforms, duckboards and handrails safe should be safe and in good condition

⑨ Chimneys

Check for signs of structural instability such as leaning, loose, bulging masonry or vegetation growth. Cracks, erosion or open joints in masonry or loose render can cause leaks as item 1

⑩ Profiled roof sheeting (with protective coatings)

Check for signs of damage, cracks or splits that can cause leaks as item 1



M4 Building Maintenance

Most likely defects: External Walls / Windows / Doors

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① Structural/masonry issues

Look out for unusual or progressive cracks, bumps or bulges. Other signs that may have structural or water penetration implications include:

- Spalling of the edges and corners of blocks of masonry
- Masonry that have become deeply eroded
- Pointing that is deeply recessed, crumbly, loose or missing

② Render

Cracks in the render could allow water to penetrate into the wall behind

③ Timber/external joinery

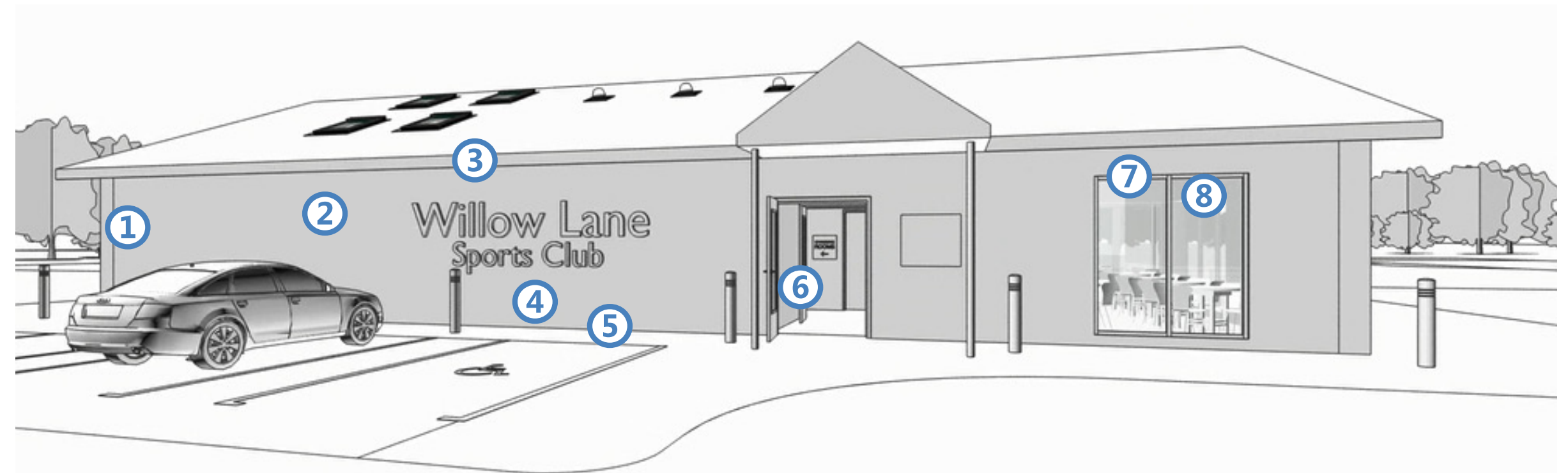
Look out for poor paint condition, timber decay or possible insect infestation that requires repair or replacement to prevent component failure and water penetration

④ Plants/shrubs

Plants or shrubs growing close to the wall could block air bricks that are required for ventilation

⑤ Ground levels

High ground levels that are above the damp proof course or a lack of damp proof course can cause dampness to penetrate the building



⑥ Doors

Check that doors are easy to open and close or need repair or replacement. Common problems include:

- Poor fitting in the door frame
- Rubber seals, metal coverings and flashings that are not intact
- Ineffective latches and security locks
- Damage or decay to timber/ PVCu/ metal
- Paint finishes in poor condition

⑦ Roller Shutters

Roller shutter should open and close without any resistance. Check the security of any locks and for build up of dirt and debris on frames, running tracks and components that could inhibit operations. Check that users are aware of operating and safety instructions supplied and the mechanisms are regularly serviced

⑧ Windows

Check if windows need repair or replacement. Common problems include:

- Opening sections that are difficult to open
- Defects in timber/ PVCu/ metal
- Condensation/misting in sealed double-glazed units to be replaced
- Paint finishes in poor condition

⑨ Door and window glazing

Carry out a basic assessment of glazing to doors, windows and screens. Check for broken, cracked or missing panes of glass. Check that for safety critical locations, safety materials, inherently robust materials, annealed glass of an approved thickness, or alternatively a suitable permanent barrier is provided



M5 Building Maintenance

Most likely defects: Internal features

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① Roof spaces

Look out for evidence of leaks or damage from the roof covering during heavy rain. Check that the roof insulation does not restrict the roof ventilation

② Ceilings

Patches or staining on the underside of the roof or ceilings can be a sign of water penetration and possible decay behind. Check for ceiling damage or ceiling panels/tiles that are loose or displaced. Ceiling with proprietary textured coatings built before 2000 may contain asbestos

③ Internal walls

Check for patches or staining on the walls or other signs of excessive dampness. Walls with proprietary textured finish built before 2000 may contain asbestos

④ Floors

Check that timber floors are in good condition and free from decay. Look out for any adverse movement to solid floors. Check that floor coverings do not have excess wear and tear or present a trip hazard

⑤ Internal joinery

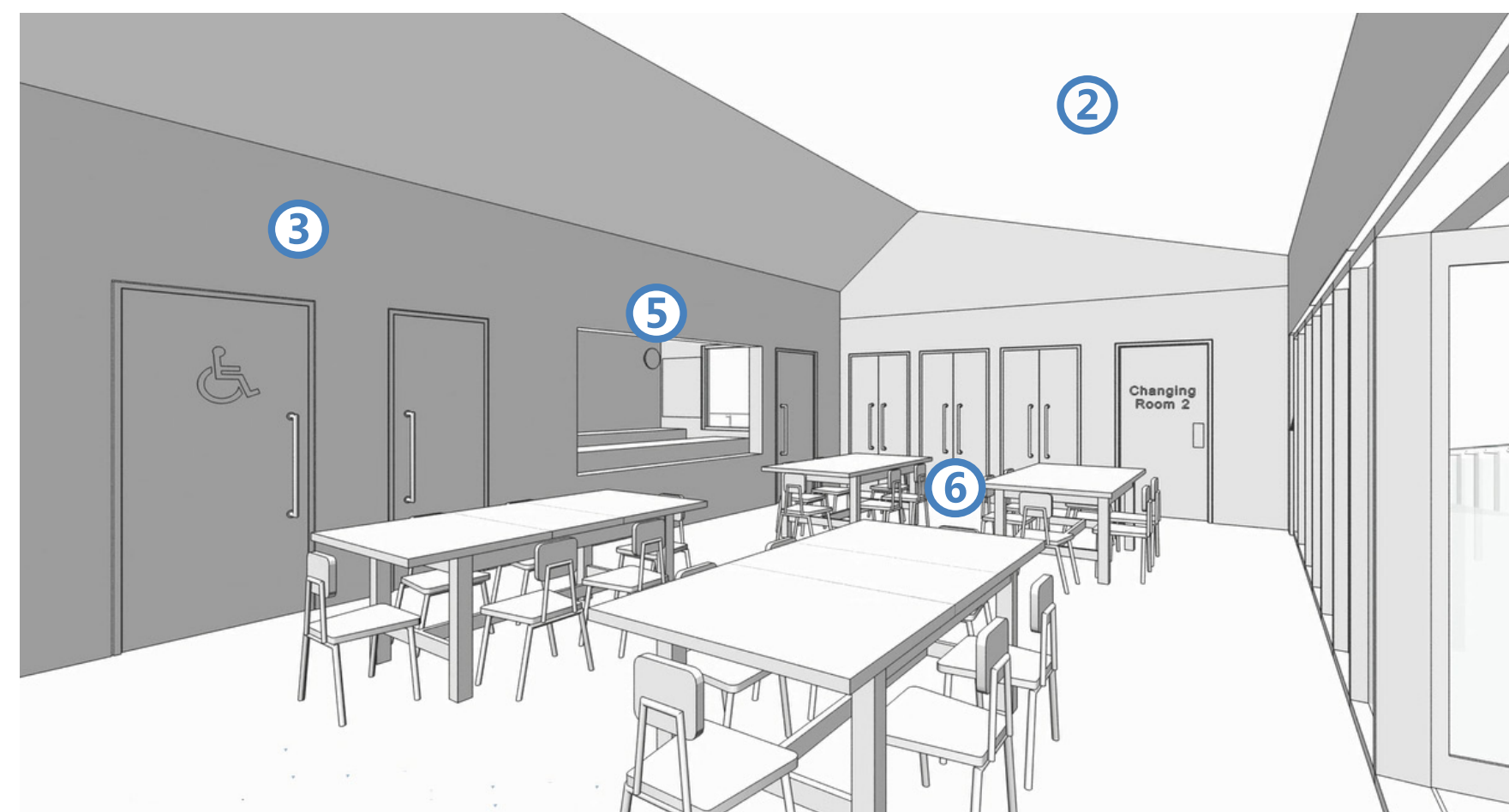
Check for any signs of timber decay or insect attack

⑥ Voids

Check less accessible areas such as floor and roof voids, spaces under stairs and cupboards

⑦ Fire doors / means of escape

Fire doors should operate correctly and means of escape routes should be kept clear of obstructions. See emergency lighting / fire alarms / fire fighting equipment on panel **M6**



M6 Building Maintenance

Most likely defects: Services / Plumbing / Heating / Electrical

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① Plumbing

Any drips or leaks should be repaired immediately to prevent moisture seeping into adjacent areas and causing decay

② CCTV and intruder alarms

Undertake regular checks to ensure systems operate correctly. Consider a specialist service contract

③ Extract fans

Periodic cleaning should be undertaken by a competent person / electrician when the electricity is isolated

④ Air conditioning

Undertake regular checks to ensure systems operate correctly. Consider a specialist service contract

⑤ Electrical system

Undertake testing every 5 years by a specialist contractor and, where necessary, undertake work required

⑥ Emergency lighting

Undertake testing every 5 years by a specialist contractor and, where necessary, undertake work required

⑦ Fire alarms / fire fighting equipment

Visual check should occur each month and serviced annually

⑧ Water and surface temperature controls

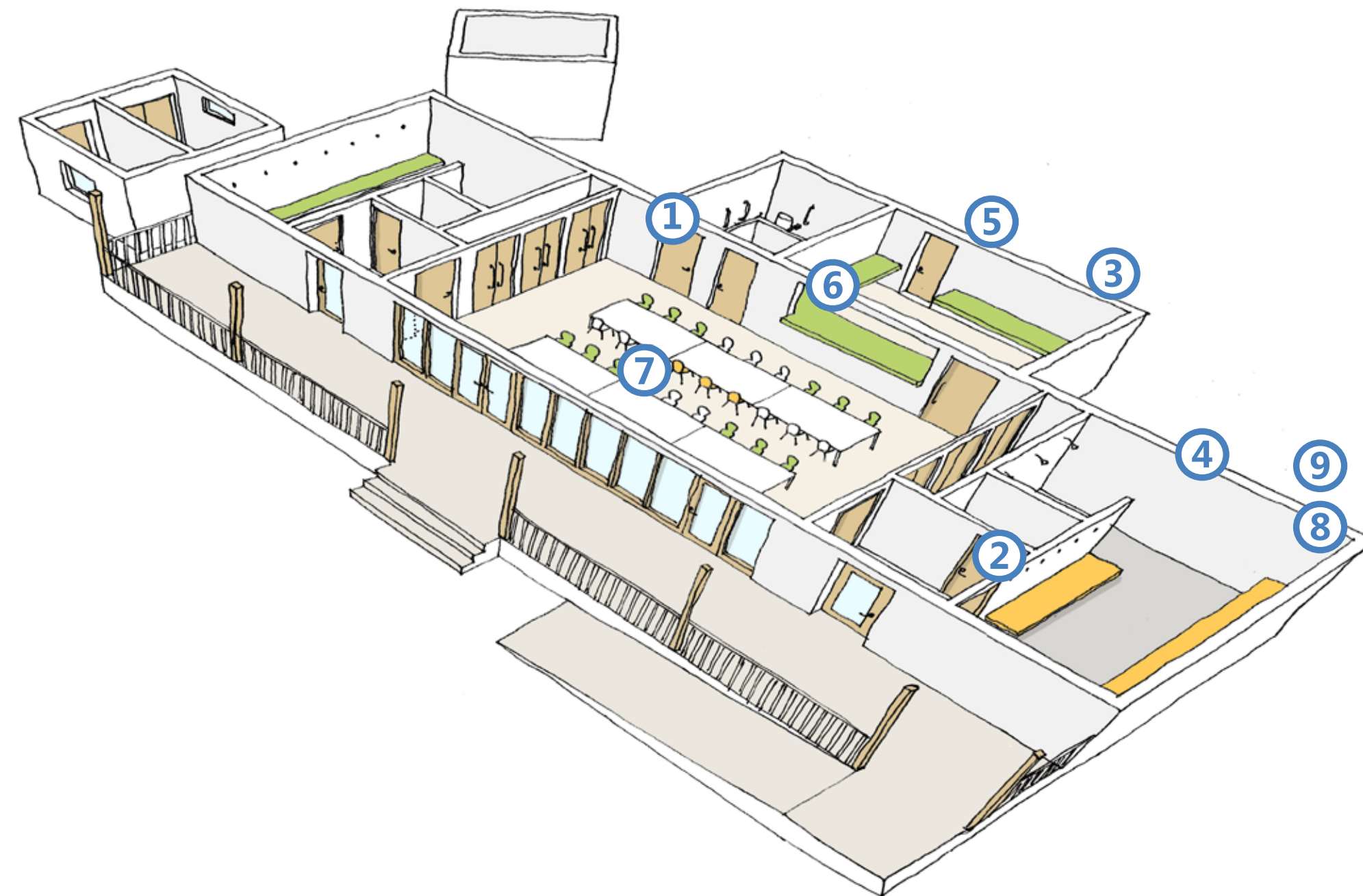
Type 3 thermostatic mixing valves should be fitted to all hot water outlets where vulnerable persons may have access. The surface temperature of accessible hot pipes and radiator surfaces should be limited to 43°C

⑨ Legionella

A contract should be in place with a specialist contractor for water monitoring and maintenance to prevent legionella

⑩ Lightning protection

If provided, the lightning protection system should be checked annually / every 11 months for adequate earthing and electrical continuity



M7 Building Maintenance

Most likely defects: Surrounds and Drainage

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① Trees

Trees that are near to the building can cause problems from:

- Leaves collecting in gutters
- Root damage to paths and foundations

② Approach roads and car parks

Check the surfacing material is in good condition with no safety hazards

③ Surface water drains / gulleys

Surface water drains and gulleys should effectively collect rainwater from downpipes and paving and take away from the building. They should be kept free from leaves and other debris

④ Soakaways

Where surface water drains are taken to soakaways, these should be of sufficient capacity to cope with the rainfall

⑤ Foul and combined drains

All accessible drains, manholes, inspection chambers in the drainage system should be maintained in a clear and operational condition. Consider a specialist service contract

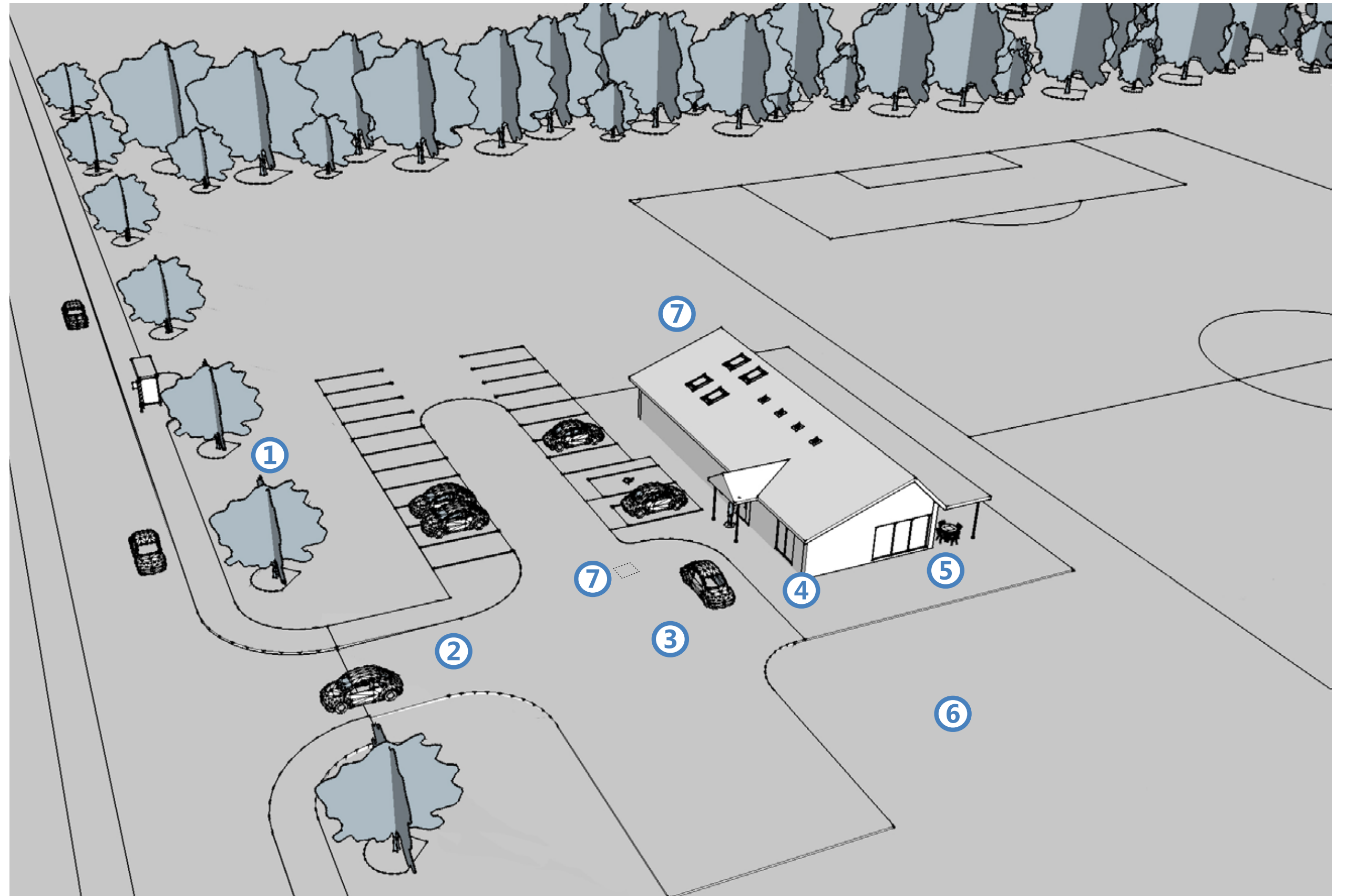
⑥ Treatment plants

On-site water treatment plants, cesspool, septic tanks should be kept in good condition. Consider a specialist service contract

⑦ Other

There may be special features on the site that require special maintenance. For example:

- Childrens play areas
- Spectator viewing area



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