

(1.0) Building Maintenance Checklist (traditional existing & newbuild changing rooms/clubhouses)



| WHAT TO CHECK   | WHAT TO LOOK FOR   | WHAT TO DO   | WHEN TO CHECK  | WHO CHECKS                            | NAME & ORGANISATION OF CHECKER | DATE CHECKED | LOG NOTES |
|---|--|--|--|---------------------------------------|--------------------------------|--------------|-----------|
| <b>Inside the Building</b>  |  |  |  |                                       |                                |              |           |
| Roof spaces   | Is there evidence 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.<br>Re-arrange insulation to free roof vents (if safe to do so).<br>Consider upgrading fibre wool insulation to 400mm thick in the interests of energy conservation.   | At least twice a year or following particularly stormy weather | Club                                  |                                |              |           |
| Ceilings  | Can you see any patches of staining on the underside of the roof or ceiling? Is the ceiling damaged or are any ceiling panels/ tiles loose or displaced? Is the ceiling Artexed?               | Refer to roof section above for inspection of roof covering. Immediate repair in the interests of health and safety of the occupants. Confirm the type of material before undertaking any work - refer to Asbestos section below.  | Annually   | Club                                  |                                |              |           |
| Internal walls  | 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.  | Annually   | Club                                  |                                |              |           |
| Floors  | 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 or do they present a hazard? | Address any safety hazards immediately. Arrange inspection by surveyor if structural concerns.   | Annually   | Club/ surveyor                        |                                |              |           |
| Internal joinery  | Are there any signs of timber decay or insect attack?  | Replace component and treat area. Address any safety hazards immediately   | Annually   | Club                                  |                                |              |           |
| Voids   | Have you checked less accessible areas such as floor and roof voids, under stairs and in cupboards?  | Address any safety hazards immediately   | Annually   | Club                                  |                                |              |           |
| <b>Services &amp; pumbing, heating &amp; electrical etc (Statory required checks in RED)*</b> |  |  |  |                                       |                                |              |           |
| Plumbing  | 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.   | Biannually   | Club                                  |                                |              |           |
| Intruder Alarm / CCTV   | Is the installation regularly checked and serviced?  | Undertake regular checks and servicing to ensure systems works. Consider annual servicing by specialist.   | Annual   | Club/ specialist                      |                                |              |           |
| Extract Fans  | General care.  | Cleaning of extract fans to be undertaken by a competent person/ electrician only. The fan needs to be electrically isolated beforehand.<br><br>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.<br><br>Locate the motor and clear debris away from it with the cotton buds. | Annually/ biannual depending on usage.                         | Electrical Safe Registered Contractor |                                |              |           |

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| <b>Air conditioning</b>      | Is the installation regularly checked and serviced?   | Undertake regular specialist checking, testing, servicing and filter cleaning   | Half yearly or annually dependent on usage   | Club  |                                |              |           |
| <b>Asbestos</b>              | 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 not present.  | UKAS 17020 accredited contractor  |                                |              |           |
|                              | 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  |                                |              |           |
|                              | 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.   | Intervals not exceeding 12 months where thermal insulation or Insulation Board or 24 months for other Asbestos containing materials. | UKAS 17020 accredited contractor or an employee holding BOHS P405 certificate (or equivalent) |                                |              |           |
|                              | 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  |                                |              |           |
| <b>Electrical inspection</b> | 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   |                                |              |           |
|                              | Are electrical sockets and electrical extension leads being used responsibly e.g. not overloaded, surge protected etc.?   | Address any safety hazards immediately  | Regular  | Club  |                                |              |           |
| <b>Emergency lighting</b>    | Is the emergency lighting installation regularly checked?   | Commission a test to suit the particular type of installation   | Annually. Potentially also quarterly and monthly supplementary checks  | Electrical Safety Registered Contractor   |                                |              |           |
| <b>Fire alarm</b>            | Is the fire alarm installation regularly checked?   | Commission a full test of alarm, smoke & heat detectors   | Annually. Potentially weekly and monthly supplementary checks.   | Specialist contractor   |                                |              |           |
| <b>Fire Risk Assessment</b>  | Has a suitable and sufficient 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.  | Annually   | Competent/ responsible person or specialist consultant.                                       |                                |              |           |

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| <b>Fire fighting equipment</b>              | 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.   | Annually                            | Specialist company                                      |                                |              |           |
| <b>Fire doors</b>                           | 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 | Annually                            | Competent/ responsible person                           |                                |              |           |
| <b>Means of escape</b>                      | 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. |                                |              |           |
| <b>COSHH</b>                                | Have COSHH Assessments been carried out for ALL relevant substances in use?  | Undertake risk assessment referring to HSE A step by step guide to COSHH assessment   | As necessary                        | Competent/ responsible person                           |                                |              |           |
| <b>Heating - Electric Convector Heaters</b> | Are vents to heaters clear?  | Check and clear obstructions/ build up of dust.   | Annually                            | Club  |                                |              |           |
| <b>Gas heating system</b>                   | Have gas boilers, flues and plant been tested, inspected and serviced?   | Commission inspection and agree suitable servicing programme.   | Annually                            | Gas Safe Contractor                                     |                                |              |           |
| <b>Oil heating system</b>                   | Have oil fired boilers/ appliances been tested, inspected and serviced?  | Commission inspection and agree suitable servicing programme.   | Annually                            | OFTEC Registered Technician                             |                                |              |           |
| <b>Heating system</b>                       | 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.           | Annually                            | Competent/ responsible person                           |                                |              |           |
| <b>Frost protection</b>                     | Have you checked that all exposed water tanks and hot/ cold & heating pipes are protected against severe frost?  | Take appropriate action to insulate as necessary.   | Annually                            | Competent/ responsible person                           |                                |              |           |
| <b>Kitchens</b>                             | Is the gas supply checked?   | Commission suitable check as necessary  | Annually/ 6 Monthly                 | Gas Safe Contractor                                     |                                |              |           |
|   | Is the extract system regularly cleaned as necessary   | Undertake cleaning as appropriate for usage.  | Annually - minimum for normal usage | Club/ catering equipment company                        |                                |              |           |
|   | Is catering equipment inspected as deemed suitable for usage?  | Undertake cleaning as appropriate for usage.  | Annually                            | Catering equipment company                              |                                |              |           |
| <b>Portable Appliance Testing (PAT)</b>     | Is electrical equipment tested?  | Commission PAT test and agree frequency   | Annually                            | Electrical Safety Registered Contractor                 |                                |              |           |

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| <b>Water and surface temperature control</b> | 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? | Address immediately as necessary  | Initial check/ then as necessary  | Competent/ responsible person                  |                                |              |           |
|  | 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                  |                                |              |           |
| <b>Legionaries</b>                           | Is there a contract in place for water monitoring and maintenance for the prevention of Legionella?   | 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 |                                |              |           |
| <b>Roller Shutters</b>                       | Monthly checks by Club - see above doors section.<br>Annual service check by specialist contractor.   | Refer to makers name plate for contact details.   | Monthly by Club (see above doors section)<br>Annually by specialist contractor. | Specialist contractor                          |                                |              |           |
| <b>Lightning Protection</b>                  | Is lightning protection inspected and tested?   | Commissioning inspection and servicing as necessary   | Annually/ every 11 months   | Checked by qualified person                    |                                |              |           |