

Maintenance considerations for Tennis Clubs during COVID-19 temporary shut down

**Please speak to your club's regular contractors about the best advice for your specific equipment - this checklist should serve as a prompt rather than definitive advice.*

System, Equipment or Contract	Temporary Shut Down	Company	Contact Name	Contact Number	Status
Fire Systems	Servicing: Fire systems are to be maintained as usual				
Pest Control	Servicing: Pest control services need to continue as usual for as long as contractors remain available				
Alarm Monitoring	Servicing: Alarm monitoring systems are to be maintained as usual				
Security	Note: Ensure all external doors, windows and gates are locked Note: Advise your Local Council that the club will be unmanned for a period of time, and request that their Council Security patrols include the club in their regular route				
Book-A-Court	Note: change the regular access code and only allow a limited number of people to gain access to the facility				
CCTV & Access Control	Servicing: Where these systems cannot be monitored remotely they should be inspected for correct continued operation at least weekly by in-house staff				
Lifts & Escalators	Servicing: No servicing required during full shut down of venue, however keep lifts turned on. Service to be conducted asap upon reopening of venue				
Heating, Ventilation & Air Conditioning	Decommissioning: All fans, fan coil units, chillers, pumps, & split systems can be isolated with no on-going services required				
	Server Rooms: HVAC systems cooling server rooms should be kept operational at all times				
Lighting	Decommissioning: General lighting can be switched off where not required for security purposes				
	Emergency Lighting: Bring forward any upcoming services unless lighting has been tested recently. Ensure any defective lights are rectified				
Grease Traps	Decommissioning: Conduct a final pump out, unless traps have been cleared in the past month				
	Recommissioning: Check the notice period required to resume normal service				
Electrical	Servicing: Bring forward the annual RCD and thermoscan tests while contractors are still available and to ensure a safe re-start				
	Test & Tag: Consider what essential items may need to be tested and tagged to maintain compliance				
Building Maintenance Systems	Servicing: No ongoing servicing required				
	Schedules: Set schedules to work/non-work days as usual				
Backflow Prevention	Servicing: Bring forward the annual test while contractors are still available				
Cooling Towers	Decommissioning: Drain and isolate cooling towers that are not required for cooling of occupied areas				
	Recommissioning: Return to service 2 weeks prior to operation with an initial clean, chemical dosing, inspection and water testing				
	Servicing: No servicing required, with the exception of any areas of continued use				
Refrigeration	Decommissioning: Caterers should consolidate stock into as few cool/freezer rooms as possible, all empty rooms to be turned off and doors left ajar, chocked open to prevent mould. Merchandise fridges to be switched off wherever possible				

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Kitchens	Stock: Check all stock for best before and use by dates. Sell or donate stock that will expire during the shut down period. Consolidate all frozen stock in a freezer				
	Hoods: Clean all hoods and filters				
	Gas: Isolate gas supply where kitchen is not in use				
	Cooking Equipment: Clean all cooking equipment thoroughly and empty oil from deep fryers				
	General: Conduct a thorough clean and disinfecting of all surfaces				
All Other Systems & Equipment	Servicing of most other systems can be suspended, however given the varied nature of and installations at each venue, there may be equipment other than the above list that venue management consider essential to continue servicing. The continued safety and security of our venues and our staff must remain paramount to all decisions surrounding system servicing and shut downs				
Grass Tennis Court Maintenance	<p>Decommissioning: Put away all tennis nets and posts. No line marking</p> <p>Servicing: Utilise this time to renovate grass courts while good growing weather and then hibernate them. Maintain basic upkeep of courts including mowing (at a reduced rate) and fertilising. Use a growth regulator to reduce mows. Aim to produce healthy growth and full coverage</p> <p>Recommissioning: Allow around a week to prepare courts, mow down to playing height, line mark courts and put net posts and nets back in position</p>				
Landscaping Contract	<p>Servicing: Reduce scope of works. For example: remove leaf clearing on pathways and verandas, reduce leaf clearing on courts, reduce trimming, edging and mowing. Maintain clearance of drains and culverts, maintain herbicide and fertilising. Move irrigation to winter mode</p> <p>Recommissioning: Check the notice period required to resume normal scope of works. May require an initial extra service to bring facility back to presentation standard</p>				
Waste and Recycle Bin Collection	<p>Decommissioning: Check that all commercial bins are emptied before placing this service on hold. Check all council bins are emptied before notifying council that the facility isn't in use - note you are unlikely to receive a reduction in rates during this period</p> <p>Recommissioning: Check the notice period required to resume normal collection of both commercial and council bins. Note: consider having wheelie bins cleaned prior to recommencement.</p>				
Sanitary and Nappy Bin Collection	<p>Decommissioning: Check that all sanitary and nappy bins are emptied before placing this service on hold</p> <p>Recommissioning: Check the notice period required to resume normal collection of bins</p>				
Cleaning Contract	<p>Servicing: This may be a useful time to complete annual cleaning tasks, such as steam cleaning, window washing and high dusting. Check lease agreement for mandatory cleaning requirements</p> <p>Decommissioning: Place a hold on weekly/regular cleaning services</p> <p>Recommissioning: Check the notice period required to recommence regular cleaning services</p>				
Water Filters	<p>Servicing: If you have external water fountains that may still be accessed by the general public, maintain service agreements.</p> <p>Decommissioning: If your internal water fountains/taps are not being used, no servicing is required</p> <p>Recommissioning: Prior to recommencement, run all taps for five minutes to pull clean water through. Check dates for filter changes/service and ensure this is done</p>				
Money on site	Note: Bank any money, such as floats or petty cash, that you have on site. Leave any cash register drawers open and unlocked				
Subscriptions	Note: it may be possible to place subscriptions such as Foxtel or other services on hold, obtain credit, or cancel them during shut down				