



BELGRAVIA
SPORTS
COMMUNITY

FACILITY MAINTENANCE CHECKLIST

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1. Daily Tasks

- Clean Restrooms:** Ensure toilets, sinks, and floors are clean and stocked with necessary supplies (toilet paper, soap, hand towels).
- Empty Trash Bins:** Collect and dispose of trash from all areas, including restrooms, common areas, and outdoor spaces.
- Inspect Playing Surfaces:** Check fields, courts, and pitches for debris, damage, and cleanliness. Address any issues immediately.
- Clean Clubhouse/Common Areas:** Vacuum/mop floors, dust surfaces, and clean windows.

2. Weekly Tasks

- Inspect Lighting:** Check all indoor and outdoor lights for functionality. Replace burnt-out bulbs.
- Check HVAC Systems:** Ensure heating, ventilation, and air conditioning systems are operating correctly.
- Stock Supplies:** Inventory and restock cleaning supplies, first aid kits, and equipment.
- Inspect Safety Equipment:** Check the condition of fire extinguishers, first aid kits, and emergency exits.

3. Monthly Tasks

- Inspect Structural Integrity:** Check buildings, fences, and bleachers for any signs of wear, damage, or necessary repairs.
- Check Plumbing:** Inspect pipes, faucets, and drainage systems for leaks or blockages.
- Review Security Systems:** Test alarms, security cameras, and locks to ensure they are functioning correctly.
- Maintain Grounds:** Trim hedges, mow lawns, and clear any overgrown vegetation around the facility.

4. Quarterly Tasks

- Deep Clean:** Perform a thorough cleaning of all areas, including carpets, upholstery, and less frequently used spaces.
- Inspect and Maintain Equipment:** Check sports equipment (goals, nets, benches) for damage and repair or replace as needed.
- Review Safety Protocols:** Ensure all safety procedures and emergency plans are up to date and communicated to staff and members.
- Check Roof and Gutters:** Inspect the roof for damage and clean gutters to prevent blockages.

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5. Biannual Tasks

- Professional Inspections:** Hire professionals for detailed inspections of electrical systems, plumbing, and HVAC.
- Paint and Repair:** Address any painting needs and perform minor repairs to maintain the appearance and functionality of the facility.
- Review Contracts and Licenses:** Ensure all licenses, permits, and service contracts are current and renew them if necessary.

6. Annual Tasks

- Facility Audit:** Conduct a comprehensive audit of the entire facility to identify any long-term maintenance needs or improvements.
- Update Maintenance Plan:** Review and update the maintenance checklist and plan for the upcoming year based on the audit findings.
- Inspect and Service Major Systems:** Have a professional service major systems like HVAC, electrical, and plumbing.

Additional Considerations

- Record Keeping:** Maintain detailed records of all inspections, maintenance tasks, and repairs conducted.
- Communication:** Regularly communicate maintenance schedules and findings with club management and members to ensure transparency and accountability.
- Budgeting:** Allocate a budget for routine maintenance and unexpected repairs to avoid financial strain.