

CARE for your CLUB

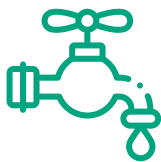
Facilities Checklist

As clubs have been closed since December 2020, Scottish Rugby has revised this document in partnership with sportscotland to support clubs in safely managing estates as we move out of lockdown.

In all cases, it is advisable that any preventative measures carried out by staff/volunteers are recorded. It is important to remember that only trained personnel are permitted to operate any machinery or maintain plant equipment or electrical/gas services during any activity or planned preventative maintenance.

Any requirement to visit your club facility should be done in line with Scottish Government guidance and maintaining physical distancing.

CLUBHOUSES



- Make sure you check your buildings insurance**
Any prolonged absence from the facility may impact your policy.

Water systems

- Remove and clean all showerheads, hoses and aerators and replace them when flushing is complete.
- Flush the entire building at all points of use to flush out any stagnant water. Cold first (minimum 10 mins per outlet, up to 30 mins per outlet in larger buildings) then hot (until water reaches temperature).
- Flush, clean and replace filters as required in appliances and machines using water (dishwashers, ice machines etc).
- Consider having samples taken for testing to check the cleanliness and healthiness of your water system.
- Document all maintenance actions and any measurements and/or test results in a written log.
Poorly managed water systems can be extremely harmful - if you are in any doubt, get professional advice.



Check boilers and gas appliances

Your boiler plant may not be designed to be switched off, and the age of boiler will impact on the ease of switching on again.

- Check for any burst or affected pipes.
- Seek advice when recommissioning boiler from reputable qualified professional.

Check your drainage

- Drain and gully covers should be exposed to ensure that all leaves and debris are cleared to allow the water to flow freely when required.

Check your security measures

- Entrance and emergency gates, shutters and exits should be checked for functionality and serviced accordingly, i.e. oiled or cleared of any debris.

Fire Safety

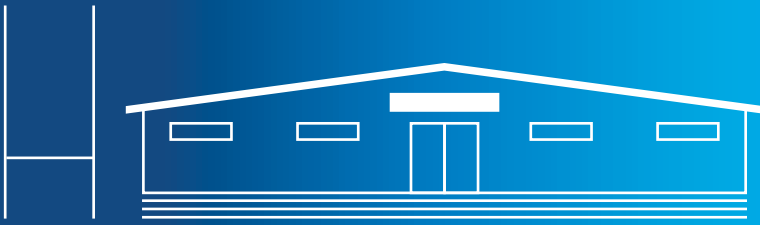
- Fire alarm checks and tests.
- It is advised to continue to conduct weekly fire checks in line with your current site compliance regime. This includes any fire alarm tests, checking the serviceability of fire extinguishers, emergency lighting and ensuring any gas boiler compliance checks continue.



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HOSPITALITY

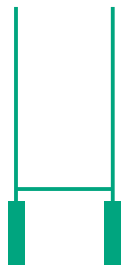


- Kitchens**
Equipment should be checked for serviceability, for example fryers drained and deep cleaned.
- Gas appliances should be checked by a Gas Safe qualified engineer.



- Cupboards**
Need to be emptied of perishable and non-perishable food and cleaned to deter vermin.
- Bar services**
These should be regularly maintained over the shut down or organisations could face weeks with a very much reduced level of income on return and wait weeks for a technical service crew. Please refer to the BBPA dispense system shut-down procedures.

GRASS PITCHES



- Cutting**
Basic grass cutting to prevent the pitch from getting out of control on an “as and when” required basis. If possible, clippings should be removed.
- Aeration**
If equipment is available and time permits, aeration is helpful at this time (verti-drain/slit tining).
- Goal posts**
Goal posts should be regularly checked – all nuts and bolts should be lubricated as well as, made tight and secure in ground sockets.



- Planting**
Increase the grass coverage to help maintain pitches during the playing season.
- Strengthen the grass plant making them more robust for the playing season.
- De-compact the pitches to improve root growth and assist in drainage of the surface.

SYNTHETIC SURFACES



- Brush**
Remove debris from the surface, activate the infill and keep the pile upright.
- De-compact**
Active infill and ensure the surface is fit to play on.
- Disinfect**
Prior to use after lockdown the surface will need to have all material removed and animal faeces cleaned from. Disinfect with appropriate product, for example Endosan 50 - it must be approved by the carpet manufacture.



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GAME

