

Annex A – Maintenance Log (Dec-2017)



CPTC Maintenance List.



Date raised:	Raised by:	Maintenance Task:	Planned action:
18 Dec 17	Helen	Sort and tidy inside the roller cupboard	Simon M to action
18 Dec 17	All	Repair the clubhouse table	On-going
18 Dec 17	Paul	Repair the ball machine	On-going
18 Dec 17	Paul	Replace the door mat	On-going
18 Dec 17	All	Replace the bulb in the outside light	Helen to buy bulb
18 Dec 17	Paul	Fit motion sensors in the toilets	Paul to liaise with electrician
20 Nov 17	Paul	Fence needs repairing with a tensioner	Maintenance day
20 Nov 17	Matt T	Put up bar sign when Nick B has created it.	Maintenance day
12 Jun 17	Committee	Repair white post in the carpark	On-going
12 Jun 17	Committee	Mount the TV on the wall and rearrange notice boards	On-going
18 May 17	Member?	The hot tap in the ladies changing room doesn't get hot	On-going
18 May 17	Simon M	Find alternative storage areas for the equipment stored in the mens changing room	On-going
12 Dec 16	Simon M	Servicing of the fire extinguishers	On-going
12 Dec 16	Helen	Club house carpet to be cleaned	On-going
15 Nov 16	Simon M	Inspect courts 1 and 2 for holes and paint them.	Ongoing
15 Nov 16	Simon M	Inspect the fence and repair where needed.	Ongoing – urgent repairs made at last maintenance day
15 Nov 16	Simon M	Remove leaves from courts.	Ongoing
15 Nov 16	Simon M	Empty sand from mats by gates	Ongoing
31 Oct 16	Simon M	The fencing around the courts needs a general tidy up and repairing	Ongoing