

GROENEWALD PRELLER ARCHITECTS CC

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DATE CREATED 2010-10-08

DATE UPDATED 2010-10-20

**WCS 021474 ROBBEN ISLAND MUSEUM - RECREATION FACILITIES
MAINTENANCE MANAGEMENT PLAN - TENNIS CLUB**

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ITEM	ELEMENT	ACTION REQUIRED	INTERVALS	PARTY RESPONSIBLE	BUDGET	COMMENT
1.	ASBESTOS BUILDING ELEMENTS					
1.1	All asbestos building elements	Asbestos inventory to be drawn up	One off	Specilaist Asbestos Assessor	Current or Next financial year	Required by legislation
1.2	All asbestos building elements	Asbestos inspection and maintenance plan to be drawn up.	Annual	Specilaist Asbestos Assessor	Annual	Required by legislation
2.	GENERAL BUILDING MAINTENANCE					
2.1	ROOFS					
2.1.1	Roof sheeting	Inspect roof sheets for loose roof screws, damaged sheets. Repair any damage to the roofs	Annual Annual	DPW Maintenance Dept DPW Maintenance Dept	Annual Annual	Required to identify maintenance required Required to avoid water damage to the buildings.
2.1.2	Timber Roof Structures	Beetle Inspection	5 yearly	Specialist Company who must issue a Beetle Inspection Certificate	5 yearly	To ensure the integrity of the roof structure is maintained.
2.1.3	Concrete Roof Structures	Inspect slabs for cracks, spalling concrete Repair any damage to the concrete	Annual Annual	DPW Maintenance Dept DPW Maintenance Dept	Annual Annual	To ensure the integrity of the roof structure is maintained. Required to avoid water damage to the buildings.
2.2	RAINWATER GOODS					
2.2.1	Gutters & downpipes	Inspect and clean all rainwater elements. Repair any damage Reseal all gutter joints	Six monthly, before and after winter Annual - before winter 5 yearly	DPW Maintenance Dept DPW Maintenance Dept DPW Maintenance Dept	Annual Annual 5 yearly	To avoid blockages and damage from overflowing gutters To ensure integrity of system
2.3	FOUNDATIONS	Inspect for rabbit burrows and backfill where necessary	Annual	DPW Maintenance Dept	Annual	To avoid damage to walls

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2.4	WALLS					
2.4.1	Internal & External	Inspect for cracks, broken cladding and damp damage, and repair any damage found.	Annual	DPW Maintenance Dept	Annual	To avoid damage to walls
2.4.2	Internal & External	Inspect, repair, clean and repaint entire building	5 yearly	DPW Maintenance Dept	5 yearly	To keep the Museum up to standard and protect the fabric of the buildings
2.4.3	External	Inspect fibre cement and timber cladding for damage or deterioration and repair.	Annual	Specialist contractor		To avoid damage to walls and ensure safety of persons
2.5	WINDOWS					
2.5.1	Glass	Inspect and replace all broken glass	Annual	DPW Maintenance Dept	Annual	To avoid damage to building interiors and ensure safety of persons.
2.5.2	Timber window frames	Inspect for cracking, rot, damage and retouch paint work.	Annual	DPW Maintenance Dept	Annual	To avoid serious damage to frames.
2.5.3	Window hinges and handles	Inspect and replace all broken or missing elements. Clean and service hinges and stays.	Annual	DPW Maintenance Dept	Annual	To avoid damage to building interiors.
2.5.4	Windows complete	Thoroughly clean, repair, prepare and repaint and service all parts	5 yearly	DPW Maintenance Dept	5 yearly	To ensure longevity of the building elements
2.6	GATES					
2.6.1	Gates and frames	Inspect for rust, neutralise and retouch paint work.	Annual	DPW Maintenance Dept	Annual	To avoid serious damage to gates and frames and ensure person's safety.
2.6.2	Hinges & ironmongery	Service and lubricate hinges and locks	6 monthly	DPW Maintenance Dept	6 monthly	To ensure proper operation.
2.7	DOORS					
2.7.1	Doors	Inspect for damage and repair	Annual	DPW Maintenance Dept	Annual	To avoid serious deterioration.
2.7.2	Frames	Inspect for rot, damage and retouch paint work.	Annual	DPW Maintenance Dept	Annual	To avoid serious deterioration.
2.7.3	Hinges & ironmongery	Service and lubricate hinges and locks	6 monthly	DPW Maintenance Dept	6 monthly	To ensure proper operation.
2.7.4	Doors complete	Thoroughly clean, repair, prepare and repaint and service all parts	5 yearly	DPW Maintenance Dept	5 yearly	To ensure longevity of the building elements

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2.8	FLOORS AND CEILINGS	Inspect for damp damage and/or cracks, and repair where required	Annual	DPW Maintenance Dept	Annual	To avoid damage to building interiors.	
		Where damp penetration is found, trace cause of damp and make repairs.	Annual	DPW Maintenance Dept	Annual	To avoid further damage to building interiors.	
2.9	WALL TILING	Inspect for loose tiles. If individual loose tiles are found, monitor over following period. If banks of loose tiles are found, these are to be expertly removed and re-installed.	Annual	DPW Maintenance to do inspection. Specialist Contractor to handle any repairs.	Annual	To avoid further damage to building interiors and ensure safety of persons.	
2.10	WATERSUPPLY SYSTEM	Inspect for any leaks and stolen pipes. Make good any leaks. Report stolen items.	Annual	DPW Maintenance Dept.	Annual	To avoid further damage to building interiors.	
		Test the system.	Annual	DPW Maintenance Dept.	Annual	To ensure problems are discovered early.	
		Watertank on Roof	Inspect repair any damage	Annually before winter	DPW Maintenance Dept	Annual	To ensure integrity of system
		Inspect, clean out and disinfect	2 yearly	DPW Maintenance Dept	2 yearly	To maintain water quality	
2.11	SEWER SYSTEM	Inspect for any leaks and stolen items. Make good any leaks. Report stolen items.	Annual	DPW Maintenance Dept.	Annual	To avoid further damage to building interiors.	
		Test the system.	Annual	DPW Maintenance Dept.	Annual	To ensure problems are discovered early.	
		Inspect underground system for collapse, root penetration, and flow.	5 yearly	DPW Maintenance Dept.	5 yearly	To ensure problems are discovered early.	
2.12	SANITARY FITTINGS	Inspect for breakages, rusted basin brackets, leaking pipes. Replace or repair as required.	3 monthly	DPW Maintenance Dept.	Annual	To ensure safety of persons and proper operation of fittings.	
		Clean and disinfect fittings and immediately report breakages or leaks	Daily	RIM cleaning staff	Annual	To ensure health standards are maintained.	

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ITEM	ELEMENT	ACTION REQUIRED	INTERVALS	PARTY RESPONSIBLE	BUDGET	COMMENT
2.13	ELECTRICAL SYSTEM					
2.13.1	Fittings, switchplates, etc	Inspect for malfunctioning or stolen items, and repair / replace / make safe as necessary.	Annual	DPW Maintenance Dept.	Annual	To ensure problems are discovered early, and ensure safety..
2.13.2	Electrical Installation	Test the system.	Annual	DPW Maintenance Dept.	Annual	To ensure problems are discovered early.
2.13.3	Fire Detection	None				
2.14	YARD WALLS, including PRACTICE WALL and STONE WALLS	Inspect for cracks, structural stability, and arrange for localised repairs	Annual	DPW Maintenance Dept.	Annual	To ensure safety of persons and protect heritage.
2.15	FENCE incl COURT FENCES	Inspect and replace very rusted sections.	2 yearly	DPW Maintenance Dept.	2 yearly	To ensure safety of persons.
2.16	PAVING incl COURT SURFACES	Inspect for cracking, subsidence, weed growth. Repair where necessary.	6 monthly	DPW Maintenance Dept.	Annual	To maintain heritage and RIM asset.
3.	LONGTERM PLAN					
	Entire precinct	Carry out major renovation	5 yearly	Private contractor	5 yearly	To maintain heritage and RIM building asset.