**Template Instruction**

|  |
| --- |
| This resource will support the development of an Annual Preventative Maintenance Plan for your organisation. It may be used in conjunction with the Facility Management Plan as an example.This resource should be completed and reviewed annually unless an asset or equipment fails or becomes unsafe. |

**1.** **Add Club Name** - click on text box, located in top left corner, to enter the name of your Organisation.

**2.** **Add Club Logo** - click in centre of illustration box, located top right on page. A “Pop Up box” will appear allowing you to insert your LOGO via two options – either navigate to a computer file or copy from the Internet.

**3.** **Add Headings** – Click or tap on appropriate fields to add name and address of facility being inspected along with the name and contact number of the person/s completing the inspection

**4.** **Tailor document to meet your needs.** While example text is provided, reflecting best practice, any *red Italicised* text can be changed to meet organisational needs.

**5.** **Date fields** – (if applicable) click on the date field and select date.

**6. Photo’s** – May be added to keep a visual record of areas inspected.

**NOTE:** If desired background colours may be applied. Click on document page, under Design menu bar select page colour. A page boarder may also be added to enhance document presentation and/or for adding club colours to standardise your documents.



**TO DELETE COVER PAGE “TEMPLATE INSTRUCTION”**

1. Click on insert tab at the top.

2. Click ‘Cover Page’ at the left

3. Click “REMOVE CURRENT COVER”

***Disclaimer***

*The State of Queensland as represented by the Department of National Parks, Sport and Racing (DNPSR) makes no statements, representations or warranties (to the maximum extent permitted by law) as to the suitability, completeness or accuracy of the content in this document. This document is made available as an information source only. You accept sole responsibility and risk associated with using the content and this document irrespective of the purpose to which such content is applied. The content of this document does not in any way constitute legal advice and all users should seek independent legal advice when issues arise.  In no event shall DNPSR be liable for any special, indirect or consequential damages or any damages, losses or expenses whatsoever resulting from its use of the content or this document whether in an action of contract, negligence or tort.*

*This Disclaimer should be read in conjunction with the disclaimers on the DNPSR website*

<https://www.npsr.qld.gov.au/legal/disclaimer.html>

Recommended Resource Links

National Parks, Sport and Racing offer a range of free on-line or “Face to Face” training sessions to enhance your volunteer experience

Face to Face Workshops - <https://www.qld.gov.au/recreation/sports/volunteers-coaches/workshops>

Online Courses & Library - <https://www.npsr.qld.gov.au/industry-information/clubs/resources/>

 To access – HOLD CTRL key and click on link

Click or tap here to enter text.

 ****

**Annual Preventative Maintenance Inspection**

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. |

Top of Form

| **Maintenance Area** | **Actions** | **Observations / Details** | **Add Photo if Required** |
| --- | --- | --- | --- |
| *Air Conditioning* | *Clean filters and check for damage (replace if necessary)* |  |  |
| *Check air flow and commission professional service if required* |  |
| *Carry out anti-bacterial treatment as per manufacturer specifications* |  |
| *Asbestos* | *Ensure that any areas containing asbestos are clearly marked/labelled**Check that areas have not been disturbed* |  |  |
| *Building Cleaning* | *External building clean* |  |  |
| *Pressure clean concrete concourse areas to avoid slippery surfaces* |  |
| *Removal of clutter and debris from grounds* |  |
| *Engage contractors to clean gutters and ensure downpipes are free from obstructions* |  |
| *Clean drains and swales and ensure unobstructed flows* |  |
| *Electrical* | *Qualified electrical inspection (safety switches, lights, power outlets, switches)* |  |  |
| *Test and tag for all required leads* |  |
| *Field of play - Surface* | *Complete FoP checklist. Focus on major surface maintenance or upgrades* |  |  |
| *Field of Play - Surrounds* | *Focus on the area immediately outside the FoP. Check for major Maintenance or upgrades* |  |  |
| *Field of Play - Infrastructure* | *Focus on items such as Lighting, Fencing, Goal Posts, seating, check for maintenance or uogrades* |  |  |
| *Fire Safety* | *Qualified fire safety inspection, including test and tag of all fire safety systems (fire blankets, hydrants, extinguishers, hose reels, alarms, exit signage, emergency lighting, fire doors, fire walls)* |  |  |
| *Gas* | *Qualified gas inspection* |  |  |
| *Test and tag for all required leads* |  |
| *Pest or Rodent Infestation* | *Professional pest inspection and treatment* |  |  |
| *Termite inspection and treatment* |  |
| *Plumbing* | *Qualified plumbing inspection (leaks, water pressure, drainage, how water system inspection, backflow prevention)* |  |  |
| *Refrigeration*  | *Qualified service and temperature checks* |  |  |
| *Security* | *Check that all security screens are fixed, secure and undamaged* |  |  |
| *Test electronic security and surveillance systems* |  |
| *Telecommunications* | *Check telephone lines* |  |  |
| *Test data points and lines* |  |
| *Ventilation (e.g. extraction hoods, bathroom exhaust fans)* | *Clean filters and check for damage (replace if necessary)* |  |  |
| *Check air flow and remove any obstructions* |  |
| *Window and Doors* | *Clean tracks of sliding doors and windows* |  |  |
| *Replace rollers and catches where necessary* |  |
| *Ensure hinged doors open and close correctly and adjust if necessary* |  |
| *Site Specific Inspections* |  |  |  |
|  |  |
|  |  |
|  |  |