

**PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE**



**PLAN**

**PREVENT**

**MAINTAIN**



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Northern Territory Rugby Union Preventative & Planned Maintenance Schedule - July 2014

#### **PREVENTATIVE MAINTENANCE**

The focus of the Northern Territory Rugby Union's (NTRU) maintenance program will be to facilitate preventative maintenance of all assets within the complex of Rugby Park, Marrara. All areas of the complex will be inspected according to the herein maintenance schedules. All mechanical and plant equipment will be serviced in accordance with the manufacturer's specifications or via an authorised service agent.

Servicing and adjustments will be conducted during inspections unless parts need to be ordered. In the event parts are to be ordered, the person conducting the preventive maintenance inspection will complete and submit a work request for parts with a quote to the CEO.

Every six (6) months the NTRU Groundsman must meet with the CEO and review the work order log for the previous 24 months to identify trends and equipment that fails or requires adjustment more frequently than the manufacturer's recommended maintenance schedule or more frequently than other equipment of the same type.

*Special attention should be given to equipment under warranty.*

Equipment identified as requiring above average routine maintenance will be considered for replacement at the earliest opportunity. If appropriate, technical assistance must be requested from the manufacturer and the NTRU will consider alternative plant or equipment.

Preventative Maintenance Checks and Service (PMCS) will be conducted at the minimum frequency listed in the schedule. Generically each item should be given a 360 degree visual inspection for any deficiency, visual inspection of overall appearance, surface condition, cleanliness, alignment and operation and performance followed by maintenance according to manufactures guidelines. Maintenance procedures such as lubricating, belt changing, filter changing, adjustment and upkeep is to be performed in accordance with this PMCS schedule. When deficiencies are determine, the inspecting person will take immediate corrective action and/or complete the maintenance with a view to have corrective action taken as required.

Because of the number of systems, various building sections and materials, this PMCS schedule is intended to be a guide only with the exception of frequency which must be followed. Technicians will utilise this schedule to initiate complete "Health Checks" of each system.



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

Changes and updates to this document will be indicated by the version and date in the lower left corner of each page.

Revised: July 2014

### PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

Title	Qty	Frequency	J	F	M	A	M	J	J	A	S	O	N	D
Gates	6	6 Monthly	█						█					
Doors		6 Monthly	█						█					
Roller Doors		6 Monthly	█						█					
Windows		6 Monthly	█						█					
Facilities – Change Rooms	2	4 Monthly				█				█				█
Facilities – Toilets	13	4 Monthly				█				█				█
Facilities – Bar	1	4 Monthly				█				█				█
Facilities – Medical Rooms	2	4 Monthly				█				█				█
Facilities – Referee Room	1	4 Monthly				█				█				█
Facilities – Store Rooms	2	4 Monthly				█				█				█
Facilities – Admin	1	4 Monthly				█				█				█
Facilities – Air Conditioners	5	6 Monthly				█				█				█
Facilities – Grandstand	1	6 Monthly						█						█
Landscaping	1	6 Monthly		█						█				
Field Irrigation	18	4 Monthly		█				█				█		
Switchboards	4	6 Monthly		█								█		
Field Lighting–Elect Boxes	8	4 Monthly		█				█				█		
Field Lighting–Tower lights	8	12 Monthly			█									
Exterior Lighting		4 Monthly		█				█				█		
Car Parks	3	6 Monthly			█						█			
Field Perimeter Fences	2	12 Monthly											█	
NTRU Perimeter Fence	1	12 Monthly											█	
Field Maintenance	2	12 Monthly									█			
Goal Post Maintenance	4	12 Monthly									█			
Field Signage	2	12 Monthly					█							
Mound Signs		12 Monthly					█							
Tree Safety Inspection		12 Monthly			█									
Termite Inspection		12 Monthly			█									
Development Vehicles		6 Monthly		█						█				
Auxiliary Vehicles		6 Monthly		█						█				
Field Seating	9	12 Monthly				█								
Shipping Containers		12 Monthly							█					
Power Tools		6 Monthly			█						█			
Fuel Driven Tools		6 Monthly			█						█			



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 6 Monthly PPMS

#### GATES - DOORS - ROLLER DOORS:

#### INSPECTION CONDUCTED BY – NTRU

**Gates:** Lower, Main, Upper and between Rugby Park & Warren Park

**Doors:** Grandstand including change rooms, toilets, store rooms, medical rooms and bar

**Roller Doors:** All roller doors

- ❖ Nut, bolt, and fastener conditions
- ❖ Operating devices pneumatic powering
- ❖ Cleanliness
- ❖ Lubrication
- ❖ Stability
- ❖ Structural integrity
- ❖ Shaft conditions
- ❖ Overall appearance for damage or vandalism
- ❖ Overall operation
- ❖ Weatherproofing/caulking condition
- ❖ Lubrication of guides, hinges, and locks
- ❖ Roller alignment
- ❖ Glazing integrity
- ❖ Hinge & pin conditions
- ❖ Lock conditions and security
- ❖ Alignment
- ❖ Plumb
- ❖ Building settlement
- ❖ Straightness of guides
- ❖ Overall condition for deficiencies such as water intrusion and corrosion

**PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE**

**Following Items Require 4 Monthly PPMS**

**FACILITIES: CHANGE ROOMS**

**INSPECTION CONDUCTED BY – NTRU**

**Change Rooms:**

The following checklist must be applied 4 monthly to change rooms within the NTRU Compound

- ❖ Check shower heads to ensure they are in good working condition and not leaking
  - Faucet function and hardware conditions
  - Drain function
  - Water flow/pressure
- ❖ Check taps to ensure they are in good working condition and not leaking
  - Faucet function and hardware conditions
  - Drain function
  - Water flow/pressure
- ❖ Check sinks to ensure they are in good working condition and not leaking
  - Faucet function and hardware conditions
  - Drain function
  - Water flow/pressure
- ❖ Check urinals to ensure they are in good working condition and not leaking
  - Water flow/pressure
  - Drain function
  - Cap and part condition
- ❖ Check toilets to ensure they are in good working condition and not leaking
  - Water flow/pressure
  - Cistern condition
  - Seat support condition
- ❖ Check dispensers to ensure they are in working order
  - Dispenser operations and condition (soap, paper towels, toilet paper etc.)
- ❖ Check wall and floor tiles to ensure they are in good condition
- ❖ Check the electric fans to ensure they are secured, functional and safe
- ❖ Check the signs to ensure that they are graffiti free and in good condition
- ❖ Check lights to ensure that they are all working and switches are not damaged
- ❖ Check the paint on the walls, floor and ceiling for damage or wear
- ❖ Overall condition of the Change Rooms

**PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE**

**Following Items Require 4 Monthly PPMS**

**FACILITIES: TOILETS**

**INSPECTION CONDUCTED BY – NTRU**

**Mens, Womens, Disabled:**

The following checklist must be applied 4 monthly to all toilets within the NTRU Compound

- ❖ Check toilets to ensure they are in good working condition and not leaking
  - Water flow/pressure
  - Cistern condition
  - Seat support condition
- ❖ Check taps to ensure they are in good working condition and not leaking
  - Faucet function and hardware conditions
  - Water flow/pressure
- ❖ Check sinks to ensure they are in good working condition and not leaking
  - Faucet function and hardware conditions
  - Drain function
  - Water flow/pressure
- ❖ Check hand and grab rails are in good condition and secured to the wall (Disabled)
  - Accessible toilet stalls with wheelchair turning radius
  - Accessible sinks
  - Accessible mirror
  - Hand rail stability and condition
- ❖ Check dispensers to ensure they are in working order
  - Dispenser operations and condition (soap, paper towels, toilet paper etc.)
- ❖ Check the partitions in all the toilets
  - Ensure that all partitions are stable
  - Check the surface conditions for deficiencies
  - Check for vandalism
  - Check the hinges & locking mechanisms
  - Security
- ❖ Check lights to ensure that they are all working and switches are not damaged
- ❖ Check wall and floor tiles to ensure they are in good condition
- ❖ Check the paint on the walls, floor and ceiling for damage or wear
- ❖ Check mirrors to ensure they are in good condition
- ❖ Overall condition of the toilets



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 4 Monthly PPMS

#### FACILITIES: BAR – COOL ROOM

#### INSPECTION CONDUCTED BY – NTRU

##### Bar:

The following checklist must be applied 4 monthly to the bar within the NTRU Compound

- ❖ Check cool room to ensure all the doors in good condition
  - Ensure all the seals on glass doors are in good condition and sealing correctly
  - Ensure the glass doors are not damaged and holding vacuum
  - Ensure walk-in door is in good condition and holding a seal
  - Ensure all hinges are in good condition
  - Check the floor of the cool room for wear and tear
  - Check the shelves to ensure they are in good condition
- ❖ Check cool room condenser to ensure it is working
  - Ensure condenser is keeping the temperature constant at 3° or no greater than 5°
  - Ensure the evaporator pump is in good working condition
- ❖ Check floor tiles to ensure they are in good condition
- ❖ Check lights to ensure that they are all working and switches are not damaged
- ❖ Check all fans and switches to ensure they are working correctly
- ❖ Check the paint on the walls and ceiling for damage or wear
- ❖ Overall condition of the bar

## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 4 Monthly PPMS

#### FACILITIES: MEDICAL ROOMS

#### INSPECTION CONDUCTED BY – NTRU

##### **Medical, Sports Trainer/Physio Room:**

The following checklist must be applied 4 monthly to the medical rooms within the NTRU Compound

- ❖ Check to ensure medical table is clean and in good repair
  - No rips or tears in the fabric
  - The table is not missing any parts
- ❖ Check to ensure the medical cabinet is serviceable and in good repair
  - Ensure the doors can be locked
  - All the shelves are in place and stable
- ❖ Ensure the refrigerator is working and in good repair
  - Freezer is defrosting regularly
  - Light works when door is opened
  - Fridge is maintaining a temperature constant at 3° or no greater than 5°
  - Doors and seals are in good condition
- ❖ Ensure that all collapsible stretchers are in good working order
  - Ensure all locking/unlocking mechanisms are in good working condition
  - Ensure each stretcher has a serviceable neck brace
- ❖ Check taps to ensure they are in good working condition and not leaking
  - Faucet function and hardware conditions
  - Water flow/pressure
- ❖ Check sink to ensure it is in good working condition and not leaking
  - Faucet function and hardware conditions
  - Drain function
  - Water flow/pressure
- ❖ Check dispensers to ensure they are in working order
  - Dispenser operations and condition (soap & paper towel)
- ❖ Check lights to ensure that they are all working and switches are not damaged
- ❖ Check the paint on the walls, floor and ceiling for damage or wear
- ❖ Ensure the Defibrillator is in good condition





## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 4 Monthly PPMS

#### FACILITIES: REFEREES ROOM

#### INSPECTION CONDUCTED BY – NTRU

##### Referee Room:

The following checklist must be applied 4 monthly to the referee room within the NTRU Compound

- ❖ Check shower head to ensure it is in good working condition and not leaking
  - Faucet function and hardware conditions
  - Drain function
  - Water flow/pressure
- ❖ Check taps to ensure they are in good working condition and not leaking
  - Faucet function and hardware conditions
  - Water flow/pressure
- ❖ Check sink to ensure it is in good working condition and not leaking
  - Faucet function and hardware conditions
  - Drain function
  - Water flow/pressure
- ❖ Check toilet to ensure it is in good working condition and not leaking
  - Water flow/pressure
  - Cistern condition
  - Seat support condition
  - Overall condition
- ❖ Ensure the refrigerator is working and in good repair
  - Freezer is defrosting regularly
  - Light works when door is opened
  - Fridge is maintaining a temperature constant at 3° or no greater than 5°
  - Doors and seals are in good condition
- ❖ Check wall and floor tiles to ensure they are in good condition
- ❖ Check air conditioner to ensure it is serviceable and in good working condition
- ❖ Check dispensers to ensure they are in working order
  - Dispenser operations and condition (soap, paper towels, toilet paper etc.)
- ❖ Check the electric fans to ensure they are secured, functional and safe
- ❖ Check lights to ensure that they are all working and switches are not damaged
- ❖ Check the paint on the walls, floor and ceiling for damage or wear



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

Following Items Require 4 Monthly PPMS

FACILITIES: MEDIA ROOM/STORE ROOM

### INSPECTION CONDUCTED BY – NTRU

#### Media Room 1 & 2:

The following checklist must be applied 4 monthly to the media rooms within the NTRU Compound

- ❖ Check taps to ensure they are in good working condition and not leaking
  - Faucet function and hardware conditions
  - Water flow/pressure
- ❖ Check sink to ensure it is in good working condition and not leaking
  - Faucet function and hardware conditions
  - Drain function
  - Water flow/pressure
- ❖ Check the electric fans to ensure they are secured, functional and safe
- ❖ Check lights to ensure that they are all working and switches are not damaged
- ❖ Check the paint on the walls, floor and ceiling for damage or wear



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 4 Monthly PPMS

#### FACILITIES: ADMINISTRATION OFFICE

#### INSPECTION CONDUCTED BY – NTRU

#### Administration Office: CEO, DO, Admin, Kitchen, Meeting Rooms, Toilets NTRU

The following checklist will be applied 4 monthly to the administration offices within the NTRU Compound

- ❖ Check toilets to ensure they are in good working condition and not leaking
  - Water flow/pressure
  - Cistern condition
  - Seat support condition
- ❖ Check taps to ensure they are in good working condition and not leaking
  - Faucet function and hardware conditions
  - Water flow/pressure
- ❖ Check sinks to ensure they are in good working condition and not leaking
  - Faucet function and hardware conditions
  - Drain function
  - Water flow/pressure
- ❖ Check dispensers to ensure they are in working order
  - Dispenser operations and condition (soap, paper towels, toilet paper etc.)
- ❖ Ensure the refrigerator is working and in good repair
  - Freezer is defrosting regularly (if applicable)
  - Light works when door is opened
  - Fridge is maintaining a temperature constant at 3° or no greater than 5°
  - Doors and seals are in good condition
- ❖ Check all office chairs, static and pneumatic
  - Ensure that all chairs are in a good and safe condition
  - Check all pneumatics are in good working condition
  - Check for wear and tear
- ❖ Check all desks to ensure they are in good condition
- ❖ Check mirrors to ensure they are in good condition
- ❖ Check and ensure kitchen cupboards and doors are in good working condition
- ❖ Check lights to ensure that they are all working and switches are not damaged
- ❖ Check all fans and switches to ensure they are working correctly
- ❖ Check floor tiles to ensure they are in good condition
- ❖ Check carpets to ensure that they are in good condition
- ❖ Check the paint on the walls and ceiling for damage or wear



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

Following Items Require 6 Monthly PPMS

**FACILITIES: AIR CONDITIONERS**

### INSPECTION CONDUCTED BY – CONTRACTOR

**Administration Office: Reception, CEO Office, Boardroom, Development Officer Office & Meeting Room**

The following checklist must be applied 6 monthly to the Air Conditioners within the NTRU Compound

- ❖ Check air conditioners to ensure they are in good condition
- ❖ Conduct health checks 6 monthly to ensure good working condition
  - Ensure all electrical cables and switches are in good condition
  - Ensure all pipes and tubing are in good condition
- ❖ Check to ensure all air conditioners are clear of any obstructions
  - Remove any obstructions
- ❖ Check the air conditioners brackets to ensure that they are in good condition
  - If broken or rusting contact contractor
- ❖ Check external casing are in good condition and not rusting, deteriorating or damaged
- ❖ Check compressors to ensure all are working and in good condition
  - If air conditioner compressors are not working contact HME electrical contractor
- ❖ Check the internal housings are clean and in good working condition
  - If not working contact HME electrical contractor
- ❖ Check to ensure all controls are not broken or defective
  - Check the batteries



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 6 Monthly PPMS

#### FACILITIES: GRANDSTANDS

#### INSPECTION CONDUCTED BY – NTRU

##### **Grandstands: Eric Johnston Stand, One Steel Stand**

The following checklist must be applied 6 monthly to the Eric Johnston Stand within the NTRU Compound

- ❖ Check stairwells to ensure they are in good condition and not cracked or cracking
- ❖ Check egresses on each stand to ensure that they are not blocked
- ❖ Check the illuminated exit signs to ensure that they are in good working condition
  - If broken or not working contact electrical contractor
- ❖ Check safety handrails are in good condition and not rusting or deteriorating
- ❖ Check lighting in the stands is working and in good condition
  - If broken or not working contact electrical contractor
- ❖ Check the PA system in the Eric Johnston Stand is in good working condition
  - If broken or not working contact electrical contractor
- ❖ Check to ensure all fixed seating is not cracked, broken or deteriorated
  - If broken or unserviceable, replace at first opportunity
- ❖ Check that the paint work on the stands are in good condition
- ❖ Check to ensure all signage on the stand is good condition



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 6 Monthly PPMS

#### LANDSCAPING

##### INSPECTION CONDUCTED BY – CONTRACTOR

##### Landscaping:

The following checklist must be applied 6 monthly to the landscaping within the NTRU Compound.

- ❖ Check all the vegetation around the fields, on the mounds and along the fence line
- ❖ Check the garden beds to ensure that they are healthy and plants are maintained
  - Ensure the sprinkler system is connected and working
  - Change out any broken or damaged sprinklers or damaged irrigation pipe
  - Ensure that the garden beds have enough mulch
  - Check to make sure all weeds are removed
- ❖ Check large trees for white ants both in and at the base of the trees
  - If white ants are prevalent, contact pest control to spray trees
- ❖ Check all large trees for dying branches or large overhangs
  - If tree has limbs that are dying or dead trim off with chainsaw
  - If trees have over hanging limbs trim with chainsaw
  - If tree is dying, remove and look at replacing (if applicable)

**PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE**

**Following Items Require 4 Monthly PPMS**

**FIELD IRRIGATION**

**INSPECTION CONDUCTED BY – CONTRACTOR**

**Field Irrigation:**

The following checklist must be applied 4 monthly to the irrigation within the NTRU Compound.

- ❖ Conduct full health check on the sprinkler system every 4 months.
  - Conduct test and run main pump through all stations (18)
    - Ring Power Water for access to town water
    - Test for ten (10) minutes per station (3hrs)
  - Check all cannon sprinklers (12) to ensure working correctly, (6 per field)
    - Check to ensure each cannon head is moving freely under pressure
    - Check to ensure all cannon heads rotate to settings
    - Use a graphite grease or similar to ensure free movement
    - Should any head be broken report it to CEO for approval of purchase
  - Check to ensure all field pop up sprinklers are in good working condition
    - Ensure sprinklers pop up in sequence and are in good working condition
    - Ensure all sprinklers rotate 360 degrees and have ample pressure
    - Replace any faulty pop up sprinklers
  - Check to make sure all solenoids are in good working condition
  - Check to make sure all junction valves are in good working condition
  - Check to make sure all electrical wiring is in good working condition
  - Check to ensure all irrigation boxes are in good order and have serviceable lids
  - Check all irrigation pipework to ensure there are no leaks
  
- ❖ Check the pump to ensure that it is in good working condition and that there are no electrical or mechanical issues
  - The irrigation pump will require a 12 monthly service.
  - Checking for wear and tear
  - Check to make sure area around pump is kept clean and unobstructed
  - Check to ensure the pump does not leak
  - Check to ensure pump maintains pressure



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require Bi Annually PPMS

#### SWITCHBOARDS

##### INSPECTION CONDUCTED BY – CONTRACTOR

##### **Switchboards:**

The following checklist must be applied 4 monthly to the switchboards within the NTRU Compound.

- ❖ Conduct full health check on the lighting system every 4 months.
- ❖ independently ensure that all switchboards are in good working condition
- ❖ Check the following on switchboards:
  - Cleanliness of switchboard
    - Remove any hazards or obstructions from switchboards
    - Remove any cobwebs or hornets nests
    - Check the doors are in good condition and locks are in good working order
  - Fuses
    - Ensure all fuses are of correct AMP's and in good condition
    - Replace any U/S fuses
  - Wire condition
    - Ensure all wires have protective coating and are secured correctly
    - Ensure all protective coatings are not perishing or cracking
    - Ensure no wiring has any heat or burn damage
    - Ensure all wires are labelled and readable
  - Switch conditions
    - Ensure all switches are in working condition



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 4 Monthly PPMS

#### FIELD LIGHTING ELECTRICAL BOXES

#### INSPECTION CONDUCTED BY – CONTRACTOR

##### Field Lighting Electrical Boxes:

The following checklist must be applied 4 monthly to the field tower lighting boxes within the NTRU Compound.

- ❖ Conduct full health check on the lighting system every 4 months.
- ❖ Test each field independently to ensure that all lights are in good working condition
- ❖ Check the following:
  - Cleanliness of each Junction Box
    - Remove any fire hazards such as vermin nests (dry grass)
    - Remove any cobwebs or hornets nests
    - The doors are in good condition and locks are in good working order
  - Voltage consistency
    - Ensure the correct voltage is being regulated through the control panels
  - Capacitors
    - Ensure all capacitors are serviceable
    - Replace any U/S capacitors
  - Fuses
    - Ensure all fuses are of correct AMP's and in good condition
    - Replace any U/S fuses
  - Wire condition
    - Ensure all wires have protective coating and are secured correctly
    - Ensure all protective coatings are not perishing or cracking
    - Ensure all wires are labelled and readable
  - Switch conditions
    - Ensure all switches are in working condition
  - Cooling fans
    - Ensure all cooling fans are secured to their mounts
    - Ensure all cooling fans are in good working condition



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 12 Monthly PPMS

#### FIELD LIGHTING TOWER LIGHTS

#### INSPECTION CONDUCTED BY – CONTRACTOR

##### Field Lighting Tower Lights:

The following checklist must be applied 12 monthly to the field tower lighting within the NTRU Compound.

- ❖ Conduct full health check on the lighting system every 12 months.
- ❖ Test each field independently to ensure that all lights are in good working condition
- ❖ The hire of a reachable boom lift will be required (minimum 2 days)
- ❖ Check the following:
  - Turn on tower lights at each stage and check lights and note those not illuminating
    - Check junction box for any blown capacitors, relays or fuses
    - Check all working lights are illuminating as per specifications
  - Requirement for lights not working
    - Boom lift is required (hire a minimum of 2 days)
    - Minimum, 8 sheets of 17mm ply are required so as not to damage the field
    - Physically check all lights for any sealing issues
    - Check igniters in all lights are all in working condition
    - Replace any igniters or capacitors as required
  - Wire condition
    - Ensure all wires have protective coating and are secured correctly
    - Ensure all protective coatings are not perishing or cracking
    - Ensure all wires are labelled and readable
  - Luminary
    - Ensure all lights are working in accordance with specifications



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 4 Monthly PPMS

#### EXTERNAL LIGHTING

#### INSPECTION CONDUCTED BY – CONTRACTOR

##### External Lighting:

The following checklist must be applied 4 monthly to the external lighting within the NTRU Compound.

Conduct full health check on the lighting system every 4 months.

- ❖ Test each section of lights independently to ensure that all lights are in good working condition
- ❖ Check the following:
  - Working condition of external lights
    - Check to ensure lights are in good working condition
      - Replace and broken globes, tubes or starters as required
    - Ensure that all fluoro lights have covers in good condition
    - Ensure there are no live wires exposed
    - Ensure each light is offering adequate illumination
  - Switches - Conditions
    - Ensure all lights have light switches in good condition
      - Broken switches need to be replaced



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 6 Monthly PPMS

#### CAR PARKING AREA

#### INSPECTION CONDUCTED BY – NTRU

##### Car Parking Areas:

The following checklist must be applied 6 monthly to the allocated car parking areas within the NTRU Compound.

Conduct visual and physical check on the car parks every 6 months.

❖ Check the following:

- Check to ensure asphalt is in good condition and not deteriorated
- Ensure there are no substantial pot holes
  - Any pot holes, contact contractor to repair
- Ensure that all lines marked in the car park are visible and clearly marked
  - Unclear marking are to be report to CEO
- Ensure all disabled car parks are clearly marked
  - Unclear disabled markings are to be report to CEO
- Ensure shoulders are in good condition and not dangerous
- Ensure that roadways are kept clear at all times
- Ensure speed humps are in good serviceable condition
- Ensure all reflective paints and adhesives are highly visible
- Ensure all signage associated with the car park are in good condition
  - Speed (8km) signs
  - Children Crossing signs
  - Disabled Parking signs
  - Ambulance Area signs
  - Keep Clear signs
  - Designated Parking Area signs
- Ensure front gate is in good serviceable working condition



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 12 Monthly PPMS

#### FIELD PERIMETRE FENCES

#### INSPECTION CONDUCTED BY – NTRU

##### Field Perimeter Fences:

The following checklist must be applied 12 monthly to the field perimeter fence areas within the NTRU Compound.

Conduct visual and physical check on the condition of field perimeter fences on both field #1 and field #2.

❖ Check the following:

- Ensure all fences are in good condition
  - Repair any broken or damaged fences
  - Ensure knuckles are not loose
  - Ensure there are no exposed sharp edges
- Ensure all fences are straight and not bent or warped
  - Straighten any out of alignment fences
  - Ensure all post footings are set in concrete and are not loose
- Ensure that all cyclone mesh is in good condition (Field #1)
  - Check for any breaks or broken wire
  - Repair immediately to ensure prevention of injury
- Ensure all gates open and close freely
  - Repair any gate access to ensure they are in good working condition



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 12 Monthly PPMS

#### PERIMETRE FENCES

#### INSPECTION CONDUCTED BY – NTRU

##### **Perimeter Fence:**

The following checklist must be applied 12 monthly to the perimeter fence areas within the NTRU Compound.

Conduct visual and physical check on the condition of perimeter fence surrounding Rugby Park

❖ Check the following:

- Ensure the perimeter fence is in good condition
  - Report and repair any broken or damaged fence areas
  - Ensure there are no exposed sharp edges
  - Ensure that there is no broken wires or vandalised mesh
  - Ensure barbed wire is not broken or hanging dangerously
- Ensure all fences are straight and not bent or warped
  - Straighten any out of alignment fences
  - Ensure all post footings are set in concrete and are not loose
- Ensure that all cyclone mesh is in good condition
  - Check for any breaks, broken wire or signs of vandalism
  - Repair immediately to ensure prevention of injury and security
- Ensure all gates open and close freely
  - Repair any gate access to ensure they are in good working condition



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

Following Items Require 12 Monthly PPMS

### FIELD MAINTENANCE

#### INSPECTION CONDUCTED BY – NTRU

##### Field Maintenance:

The following checklist must be applied 12 monthly to the playing fields within the NTRU Compound.

- ❖ Conduct full check on the condition of the playing surface of fields #1 & #2.
  - Check to make sure all divots are filled in with a sand and topsoil mixture
  - Check to make sure all bare patches are repairable and top soils as required
  - Where possible fertilise fields to bring them back to a reasonable playing condition
  - Where possible have fields cored and top dressed
  - Check to ensure all datum plates are not overgrown



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

Following Items Require 12 Monthly PPMS

### GOAL POST MAINTENANCE

#### INSPECTION CONDUCTED BY – NTRU

##### Goal Post Maintenance:

The following checklist must be applied 12 monthly to the goal posts within the NTRU Compound.

- ❖ Conduct full check on the condition of the all in ground goal posts
  - Check to make sure all posts are not corroded around welding joints
  - Check to make sure all posts are not corroded on the surface
  - Check to ensure all posts are upright and fixed solidly in the ground
  - Check to ensure all posts are not corroded at the base
    - Clean rust areas with a grinder and apply anti rust inhibitor paint
  - Check to make sure all paint work is in reasonable condition
    - Touch up as required however ensure paint is colour matched
    - If posts need full repainting inform CEO
  - Have all goal posts surveyed by a qualified engineer every 2 years





## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

Following Items Require 12 Monthly PPMS

### FIELD SIGNAGE

#### INSPECTION CONDUCTED BY – NTRU

##### Field Signage:

The following checklist must be applied 12 monthly to the fence signage within the NTRU Compound.

Conduct visual and physical check on the condition of fence signage surrounding Rugby Park

❖ Check the following:

- Ensure the fence signage is in good condition
  - Report damaged or faded fence signs
  - Ensure there are no exposed sharp edges on signs
  - Ensure that all signs are secured to the fence
  - Ensure accuracy of message, lettering and numbering
  - Ensure all signs are current within the NTRU signage agreement



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

Following Items Require 12 Monthly PPMS

### MOUND SIGNAGE

#### INSPECTION CONDUCTED BY – NTRU

##### **Mound Signage:**

The following checklist must be applied 12 monthly to the mound signage within the NTRU Compound.

Conduct visual and physical check on the condition of mound signage surrounding Rugby Park

❖ Check the following:

- Ensure the mound signage is in good condition
  - Report damaged or faded mound signs
  - Ensure there are no exposed sharp edges on signs
  - Ensure accuracy of message, lettering and numbering
  - Ensure that all mound signs are stable and not in any danger of collapse
  - Ensure that all signs are secured to the uprights
  - Ensure that all signs are in good condition and without signs of rust.
  - Ensure all signs are current within the NTRU signage agreement



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 12 Monthly PPMS

#### TREE SAFETY INSPECTION

##### INSPECTION CONDUCTED BY – NTRU

##### **Tree Safety Inspection:**

The following checklist must be applied 12 monthly to the tree safety within the NTRU Compound.

Conduct visual and physical check on the condition of trees surrounding Rugby Park

❖ Check the following:

- Ensure all trees are in good health
  - Report damaged or dying trees
  - Trim trees every 12 months to ensure sustainable health of tree
  - Ensure tree limbs do not get below 2.5 meters from the ground
  - Ensure there are no white ants or other ant nests in or surrounding the trees
  - Remove any tree that is dangerous or in danger of falling
  - Ensure there are no limbs that are in danger of breaking off
- Check to ensure the root systems of the trees are not going to cause damage to roads, paths, buildings or structures



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

Following Items Require 12 Monthly PPMS

### TERMITE INSPECTION

#### INSPECTION CONDUCTED BY – NTRU

##### **Termite Inspection:**

The following checklist must be applied 12 monthly to check for termites (white ants) within the NTRU Compound.

Conduct visual and physical check on the conditions surrounding Rugby Park

- ❖ Check the following:
  - Ensure the NTRU compound is sprayed annually for termites and other pests
    - Ensure a qualified pest control contractor has a site inspection annually and to spray for white ants and other pests.

## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 6 Monthly PPMS

#### VEHICLE INSPECTION

#### INSPECTION CONDUCTED BY – NTRU

##### Vehicle Inspection:

The following checklist must be applied 6 monthly to all vehicles registered to the NTRU. Conduct visual and physical checks on the condition of all vehicles externally, internally and mechanically.

- ❖ Check the following:
  - Check all vehicle exteriors are in good condition
    - Check to ensure all paint work on vehicles is in good condition
    - Check to ensure all artwork on vehicles is in good condition
    - Check to ensure all tyres are in roadworthy condition
    - Check to ensure air pressure is adequate in all tyres
    - Check to ensure all glass is in good condition
    - Check to ensure no damage has been caused to vehicles
    - Check to ensure wiper blades are in good condition
    - Check to ensure lights and indicators are in good working condition
  - Check all vehicle interiors are in good condition
    - Check to ensure all seats are in good condition
    - Check to ensure all upholstery is in good condition
    - Check to ensure all electrics are in working order (windows etc...)
    - Check to ensure all interior lights are working
  - Check all vehicle mechanics are in good condition
    - Check oil in all vehicles and top up as required
    - Check windscreen washer is topped up with water
    - Check to ensure all battery leads and terminals are not corroded
    - Check air filter and vents for debris
    - Check to ensure engine bay is clean and unobstructed
  - Ensure vehicles are serviced IAW log books and by an authorised mechanical business

## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 6 Monthly PPMS

#### JOHN DEER - GATOR

#### INSPECTION CONDUCTED BY – NTRU

##### **John Deer-Gator:**

The following checklist must be applied 6 monthly to all surplus vehicles owned or leased to the NTRU.

Conduct visual and physical checks on the condition of all surplus vehicles externally, internally and mechanically.

❖ Check the following:

- Check all vehicle exteriors are in good condition
  - Check to ensure all paint work on vehicles is in good condition
  - Check to ensure all tyres are in roadworthy condition
  - Check to ensure air pressure is adequate in all tyres
  - Check to ensure no damage has been caused to vehicles
  - Check to ensure lights and indicators are in good working condition
- Check all vehicle interiors are in good condition
  - Check to ensure all seats are in good condition
  - Check to ensure all upholstery is in good condition
  - Check to ensure all electrics are in working order (windows etc...)
- Check all vehicle mechanics are in good condition
  - Check oil in all vehicles and top up as required
  - Check to ensure all battery leads and terminals are not corroded
  - Check to ensure engine bay is clean and unobstructed
- Ensure vehicles are serviced IAW log books and by an authorised mechanical business



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 12 Monthly PPMS

#### REMOVABLE FIELD SEATING

#### INSPECTION CONDUCTED BY – NTRU

##### **Removable Field Seating:**

The following checklist must be applied 12 monthly to all surplus vehicles owned or leased to the NTRU.

Conduct visual and physical checks on the condition of all removable seating within the NTRU Compound.

❖ Check the following:

- Check all removable seats are in good condition
  - Check to ensure all aluminium planks are in good condition
    - Repair or replace any seats as required
  - Check to ensure all wooden planks are in good condition
    - Repair or replace wooden planks as required
  - Check to ensure all steel framed seats are not rusting
    - Grind back rusted areas and repaint in rust preventative primer
  - Check to ensure all bolts holding planks on are secure
    - Replace any broken, loose or corroded bolts
  - Check to ensure all welded areas are in good condition
    - Re-weld effected areas



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

Following Items Require 12 Monthly PPMS

### SHIPPING CONTAINERS

#### INSPECTION CONDUCTED BY – NTRU

##### Shipping Containers:

The following checklist must be applied 12 monthly to all shipping containers owned or leased to the NTRU.

Conduct visual and physical checks on the condition of all containers within the NTRU Compound.

❖ Check the following:

- Check all containers are in good condition
  - Check to ensure all door locking mechanisms are in good condition
    - Repair or grease any locking mechanisms as required
  - Check to ensure all exteriors are in good condition
    - Repair or paint as required
  - Check to ensure all steel containers are not rusting beyond repair
    - Grind back rusted areas and repaint in rust preventative primer





## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 6 Monthly PPMS

#### POWER TOOLS

#### INSPECTION CONDUCTED BY – NTRU

##### **Power Tools:**

The following checklist must be applied 6 monthly to all power tools owned or leased to the NTRU.

Conduct visual and physical checks on the condition of all power tools.

❖ Check the following:

- Check all power tools are in good serviceable condition
  - Check to ensure all power cords are safe, not frayed or perished
    - Repair by authorised dealer
  - Check to ensure all power tools are kept clean and stowed correctly
  - Check to ensure all blades, brushes, saws, bits, chucks are serviceable
    - Replace or purchase new as required
  - Check to ensure there is no major damage to equipment
    - Any damaged power tool is to be tagged "Unserviceable"
  - Check to ensure all tools have valid date test and tag
    - Do not use any power tool without a test tag



## PLANNED & PREVENTATIVE MAINTENANCE SCHEDULE

### Following Items Require 6 Monthly PPMS

#### FUEL DRIVEN TOOLS

#### INSPECTION CONDUCTED BY – NTRU

##### **Fuel Driven Tools:**

The following checklist must be applied 6 monthly to all fuel driven tools owned or leased to the NTRU.

Conduct visual and physical checks on the condition of all fuel driven tools.

❖ Check the following:

- Check all power tools are in good serviceable condition
  - Ensure all tools are in good mechanical condition
    - Service through an authorised dealer
  - Check to ensure all tools are kept clean and stowed correctly
  - Check to ensure all blades, brushes, saws, bits, chucks are serviceable
    - Replace or purchase new as required
  - Check to ensure there is no major damage to equipment
    - All damaged equipment to be tagged "Unserviceable"
  - Ensure all tools have correct fuel and oil
    - Must be IAW manufacturers specifications
  - Ensure all fuel cans are marked clearly with each tool
    - Each tool must have its own fuel and oil stowage