

Sub Group Definition

Sub Group Title:	Clubhouse	Lead Name:	TBD
Group Numbers:	10	Monthly Hours:	20 Hours per month

Overall Purpose:

The Clubhouse sub group will be responsible for managing, maintaining and encouraging the use of the clubhouse. Ensuring all licenses, procedures and practices of public property is adhered to.

Areas of Responsibility

Pitreavie Clubhouse Maintenance:

- **Fire Extinguishers:** To be inspected every 12 months by a competent person & discharge tested (not CO²) at 60 months by an accredited company
- **Fire detection & alarm systems:** Functional check daily/weekly by user, inspected by competent person every 3 months, inspected & tested every 12 months by accredited company.
- **Escape routes & Fire doors:** Visual inspection weekly by user, 6 monthly inspection by competent person
- **Fire Risk Assessment:** FRA required to be carried out for building by competent person or accredited company
- **Water Risk Assessment :** All water outlets to be run weekly, Shower heads to be cleaned and disinfected every three months, water temperature checks required monthly by competent person reviewed annually by accredited company
- **Electrical installations & Equipment :**
 - **Fixed wiring tests :** every 5 years by competent persons
 - **PAT Testing :** At suitable intervals, low risk equipment can be as much as every 5 years (computer equipment) high risk equipment can be as much as three monthly
 - **Emergency Lighting :** Indicators of central power supplies – daily.
 - Short duration test – Monthly
 - Full discharge test – Annually
- **Asbestos :** If Building was built before 2000 an asbestos risk assessment is required
- **Substances hazardous to Health :** Data sheets, method statements records to be kept by competent person

Cafeteria :

- Liaison with environmental Health to register and ensure our cafeteria is legitimate
- Operational responsibility for running the cafeteria
 - Ordering and stock checks
 - Organising a rota for personnel to work in the café on club/competition nights
 - Generally tidiness.

Cleaning:

- Someone to oversee that our contracted cleaners are carrying out their work to a high standard.

Kit:

- Sell and replace stock of club vests and jumpers.

Additional Use:

- Investigating further use of the premises (e.g if we decide to let the clubhouse out)
- Managing any additional use

Executive Reports:

- Monthly summary report to executive committee

Additional Information: