



## Oakleigh Tennis Club – Victorian Tennis Academy

### Club – Coach Agreement

#### SCHEDULE 3 – Maintenance

Maintenance will support both immediate and long-term upkeep of Oakleigh Tennis Club by prolonging useful life of assets, ensuring safety of the facilities and optimising the appearance of the venue, making it a welcoming shop front for tennis. This schedule sets out the maintenance tasks to be performed and who is responsible for these tasks at the facility. The party that agrees to be responsible for the maintenance tasks below is to meet all costs associated with fulfilling these tasks, including paying for outsourced works by qualified contractors (if required).

Area	Description	Responsibility	Frequency	Notes
<b>Court Surfaces</b>				
Minor Repairs	Coordinate and pay for repair of minor defects and damage (e.g., small cracks paint works)	Club + Council	As needed.	Refer to Lease Agreement.
Major Repairs	Coordinate and pay for repair of major defects and damage (e.g., large cracks infills and painting)	Club + Council	As needed.	Refer to Lease Agreement.
Replacement	Coordinate and pay for rectification of structural condition (e.g., foundation / base major works)	Council	As needed.	Refer to Lease Agreement.
Daily maintenance / cleaning	As per court installer recommendations, usage, location and season (e.g., sweeping, squeegeeing)	OTC & VTA	Daily / weekly - as needed.	Refer to Lease Agreement.
Drainage	Monitor and maintain drainage of surface water (e.g., removal of debris, squeegeeing)	OTC & VTA	As needed.	Refer to Lease Agreement.
Irrigation	Ensure irrigation systems are maintained and safe (e.g., sprinklers and taps)	Council	As needed.	Refer to Lease Agreement.
Materials	Ensure surfaces are sufficiently topped up and spread evenly (e.g., sand and clay)	OTC	As needed.	Refer to Lease Agreement.
Periodic maintenance	Ensure appropriate action is taken to prolong life of surface as per court installer recommendations (e.g., rejuvenation, power washing)	OTC	As needed.	Refer to Lease Agreement.
Re-colour / coating	Application of new colour coatings to improve aesthetics and slip / trip resistance	N/A		Not necessary with artificial grass surface.
Regular maintenance	As per court installer recommendations, usage, location and season clean and free of moss, algae and debris (e.g., washing, watering, brushing)	OTC	As needed.	
Safety	Ensure surface is playable (e.g., slip resistant, without cracks)	OTC & VTA	As needed.	
<b>Court Lines</b>				
Regular Maintenance	Ensure lines are safe and visible (e.g., flatten, remark)	N/A		Not necessary with artificial grass surface.
Remarking	Replace / remark lines at end of useful life	N/A		Not necessary with artificial grass surface.
<b>Court Lighting</b>				



Area	Description	Responsibility	Frequency	Notes
Minor Repairs	Coordinate and pay for repair of minor defects and damage (e.g., painting)	OTC	As needed.	Refer to Lease Agreement.
Major Repairs	Coordinate and pay for repair of major defects and damage (e.g., unstable poles)	Council	As needed.	Refer to Lease Agreement.
Replacement	Coordinate and pay for replacement of lights and poles at end of useful life	OTC	As needed.	Refer to Lease Agreement.
Consumables	Ensure globes are working and replaced as required	OTC	As needed.	Refer to Lease Agreement.
Regular Maintenance	Ensure poles and consumables are in clean and in working order	OTC	As needed.	Refer to Lease Agreement.
<b>Court Fencing</b>				
Minor repairs	Coordinate and pay for repair of minor defects and damage (e.g., curled fence bottoms, breaks, holes)	OTC	As needed.	Refer to Lease Agreement.
Major repairs	Coordinate and pay for repair of major defects and damage (e.g., fencing posts and cross arms)	Council	As needed.	Refer to Lease Agreement.
Replacement	Coordinate and pay for replacement of court fencing at end of useful life	OTC	As needed.	Refer to Lease Agreement.
Gates	Ensure gates are functional and undamaged (e.g., examine hinges)	OTC & VTA	As needed.	Refer to Lease Agreement.
Regular Maintenance	Ensure fences are clean and undamaged (e.g., inspect cable ties, check all posts for deterioration)	OTC & VTA	As needed.	Refer to Lease Agreement.
Wind breaks	Ensure wind breaks are clean, undamaged and functional	OTC & VTA	As needed.	
<b>Court Accessories</b>				
Equipment	Ensure equipment is accounted for, well maintained and stored correctly (e.g., trolleys, Hot Shots nets)	OTC & VTA	As needed.	
Furniture	Ensure furniture is accounted for, well maintained and stored correctly (e.g., maintain asset register for umpire chairs, scoreboards)	OTC & VTA	As needed.	
Nets & posts	Ensure nets and posts are well maintained and safe	OTC & VTA	As needed.	
<b>Court General</b>				
Presentation	Ensure court area looks attractive and well cared for at all times	OTC & VTA	As needed.	
Storage	Ensure equipment is appropriately stored (e.g., sweepers, baggers, brooms)	OTC & VTA	As needed.	
Vegetation	Ensure overhanging branches do not obstruct or impede on court area	Council	As needed.	Only courts & clubhouse are OTC responsibilities.
<b>Venue Grounds</b>				
Minor repairs	Coordinate and pay for repair of minor defects and damage (e.g., painting, securing fixtures)	Council	As needed.	Only courts & clubhouse are OTC responsibilities.
Major repairs	Coordinate and pay for repair of major defects and damage (e.g., structural rectifications)	Council	As needed.	Only courts & clubhouse are OTC responsibilities.
Replacement	Coordinate and pay for replacement of items at end of useful life	Council	As needed.	Only courts & clubhouse are OTC responsibilities.



Area	Description	Responsibility	Frequency	Notes
Buildings (other)	Report all defects and maintain all buildings on site (e.g., cracks, damp, painting)	Council	As needed.	Only courts & clubhouse are OTC responsibilities.
Cleaning	Ensure the venue is clean and presentable at all times (e.g., litter picks, sweeping)	OTC & VTA	As needed.	
Electrics	Ensure electrics are regularly tested, in working order and safe (e.g., wiring and fittings)	Council	As needed.	Refer to Lease & Licence Agreements.
Emergency systems	Ensure emergency systems are regularly tested and in working order (e.g., alarms, fire indicator panel (FIP), access control, lighting)	Council	As needed.	Refer to Lease & Licence Agreements.
Fire safety	Ensure fire safety equipment is available, accessible and in good working order (e.g., sprinklers, hose reels, extinguishers, smoke detectors)	Council	As needed.	Refer to Lease & Licence Agreements.
First Aid	Ensure First Aid equipment is available and maintained / in date (e.g., kits, defibrillators)	OTC & VTA	As needed.	
Gutters & downpipes	Ensure gutters and downpipes are functional and free from debris	Council	As needed.	Refer to Lease & Licence Agreements.
Horticulture	Ensure gardens and plants are well maintained and protect playing surfaces from vegetation (e.g., garden beds, weeding, pruning, mowing)	Council	As needed.	
Infrastructure	Ensure infrastructure is well maintained and safe (e.g., fences, windbreaks, gates)	OTC & VTA	As needed.	
Irrigation Systems	Ensure irrigation systems are well maintained and safe (e.g., water tanks, pipes)	Council	As needed.	Refer to Lease & Licence Agreements.
Machinery	Only use appropriate machinery to maintain surfaces (e.g., pressure washers, clean sweeps)	OTC	As needed.	
Outdoor furniture	Ensure fixed and portable furniture is maintained, clean and stored correctly	OTC & VTA	As needed.	
Pest control	Ensure facility is free from pests	Council	As needed.	Refer to Lease & Licence Agreements.
Presentation	Ensure the environment looks attractive and well cared for at all times (e.g., litter picking, tidying)	OTC & VTA	As needed.	
Signage (external)	Ensure signage is visible, clean and current	OTC & VTA	As needed.	
Vandalism & graffiti	Ensure venue is free from graffiti and protected from vandalism	Council	As needed.	Refer to Lease & Licence Agreements.
Waste	Ensure waste is managed and recycled where possible	Club	As needed.	
<b>Clubhouse</b>				
Minor repairs	Coordinate and pay for repair of minor defects and damage (e.g., painting, securing fixtures)	Council	As needed.	Refer to Licence Agreement.
Major repairs	Coordinate and pay for repair of major defects and damage (e.g., structural rectifications)	Council	As needed.	Refer to Licence Agreement.
Replacement	Coordinate and pay for replacement of clubhouse at end of useful life	Council	As needed.	Refer to Licence Agreement.
Access Control	Manage access in and out of facility including security, locks and keys	Council	As needed.	Refer to Licence Agreement.
Changing rooms	Ensure amenities are kept clean and in good condition (e.g., taps, ventilation)	Council	As needed.	Refer to Licence Agreement.
Cleaning - general	Ensure general cleaning is undertaken	OTC & VTA	As needed.	



Area	Description	Responsibility	Frequency	Notes
	<i>(e.g., furniture)</i>			
Cleaning - high level	<i>Ensure high level cleaning is undertaken (e.g., windows, gutters, court lights)</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Cleaning – low level	<i>Ensure low level cleaning is undertaken (e.g., floors, skirts)</i>	Club	<i>As needed.</i>	
Consumables	<i>Maintain sufficient supplies of consumables (e.g., order stock, manage suppliers)</i>	Select or type	<i>As needed.</i>	
Curtains, drapes & blinds	<i>Ensure window coverings are clean and maintained</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Doors	<i>Ensure doors are functional, clean and undamaged (e.g., examine hinges)</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Electrics	<i>Ensure electrics are regularly tested, in working order and safe (e.g., wiring, fittings)</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Fire safety	<i>Ensure fire safety equipment is available, accessible and in good working order (e.g., sprinklers, hose reels, extinguishers, smoke detectors)</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Fitted cabinetry	<i>Ensure fixtures are secure, maintained and clean</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Furniture	<i>Ensure furniture is accounted for, maintained and stored correctly (e.g., kept tidy, listed on asset register)</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Gym equipment	<i>Maintain gym equipment (e.g., coordinate services, order parts, keep clean)</i>	N/A		
Heating and cooling systems	<i>Ensure systems are clean and functional</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Horticulture	<i>Ensure gardens and plants are well maintained and protect playing surfaces from vegetation (e.g., garden beds, weeding, pruning, mowing)</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Kitchen	<i>Ensure kitchen is well maintained and clean (e.g., stoves, canopy, equipment)</i>	OTC & VTA	<i>As needed.</i>	
Lighting (indoors)	<i>Ensure fixtures and consumables are in working order</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Plumbing	<i>Ensure systems are functional and well maintained (e.g., water tanks, pipes)</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Roofs	<i>Ensure ceilings, roofs and eaves are well maintained</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Signage (internal)	<i>Ensure signage is visible, clean and current</i>	OTC & VTA	<i>As needed.</i>	
Toilets	<i>Ensure amenities are kept clean and in good condition (e.g., taps, ventilation)</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Vandalism & graffiti	<i>Ensure clubhouse e is free from graffiti and protected from vandalism</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Walls	<i>Ensure defects are reported and both internal and external walls are maintained (e.g., cracks, damp, painting)</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>
Windows	<i>Ensure windows are clean and undamaged (e.g., glass, frames, coverings, flyscreens)</i>	Council	<i>As needed.</i>	<i>Refer to Licence Agreement.</i>

#### Processes



Area	Description	Responsibility	Frequency	Notes
Consumables	Manage and store stock of cleaning and maintenance consumables (e.g., chemicals)	OTC	As needed.	
Filing	Electronic or manual filing of quotes, invoices, maintenance sheets, certifications etc.	OTC	As needed.	
Inspections / Audits	Routine checks of the venue to record general wear and tear, faults, reliability of systems and general housekeeping (e.g., paths of travel unobstructed)	OTC & VTA	As needed.	
Provision of machinery	Hire or purchase of required machinery to undertake maintenance tasks (e.g., pressure washers, clean sweeps)	OTC	As needed.	
Maintenance Reporting	Record defects as they occur, notify relevant person(s), secure area and coordinate rectification works	OTC & VTA	As needed.	
Risk Management	Identify, assess and report risks as required, reporting in line with risk management processes	OTC & VTA	As needed.	
Meetings	Implement, manage and review operation of maintenance schedule	OTC & VTA	As needed.	