BUILDING MANAGEMENT PLAN

(SAMPLE ONLY)

This management plan covers the period 2015-2025. Member input will remain open and the plan will be reviewed each year. An annual work plan and budget will be developed to address identified requirements. This will involve reassessment of developing priorities in conjunction with budgetary constraints.

**Health and Safety**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Period** | **By Whom** | **Responsibility** |
| Kitchen hygiene | Annually and spot check |  | Catering Manager |
| Bar / lounge | Annually and spot check |  | Bar Manager |
| Fire safety appliances | 6 monthly |  | Office Manager |
| Electrical safety inspection | Annually | Electrician | Office Manager |
| Gas fittings | On refill | Gas Company | Catering Manager |
| Plumbing | On occurrence | Plumber | Office Manager |

**Routine repairs, cleaning and maintenance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Period** | **Last Done** | **Next Due** | **Est. Cost** |
| Water blasting to clean entrance to club | Annually | 2015 | 2016 | $500 |
| Clean and remove weeds from garden | Quarterly | Oct 2015 | Feb 2016 | $50 |
| Clean welcoming notice board at road entrance | 6 monthly | Jan 2015 | Jun 2016 | Volunteer |
| Steam clean carpet | 6 monthly |  |  | $350 |
| Cleaning: bar | Daily |  |  |  |
| Cleaning: kitchen | Daily |  |  |  |
| Cleaning: changing rooms | Twice weekly |  |  |  |
| Cleaning: lounge area | Weekly |  |  |  |

**Periodic repairs and maintenance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Period** | **Last Done** | **Next Due** | **Est. Cost** |
| Paint wood on deck | 10 years | 2015 | 2025 | $6500 |
| Paint hand rail on ramp | 5 years | 2011 | 2016 | $500 |
| Clean and paint roof | 10-15 years | 2004 | 2017 | $10000 |
| Repaint foyer area | 10 years | 2007 | 2017 | $1000 |

**Maintenance projects**

|  |  |  |
| --- | --- | --- |
| **Item** | **Est. Cost** | **Schedule** |
| Door in kitchen area | $400 | 2017 |

**Replacement items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Period** | **Last Done** | **Next Due** | **Est. Cost** |
| Replace carpet in lounge area | 10-15 years | 2005 | 2019 | $20000 |
| Replace furniture in lounge area | 10-15 years | 2005 | 2019 | $20000 |