

CONTRACT
FOR THE
INSPECTION & MAINTENANCE
OF SPORTS HALLS,
GYMNASIUMS AND
INCLUDING TRAMPOLINES
AND FITNESS SUITES

Document C - Specifications

Guidance Notes
Special Conditions of Contract
Schedule of Requirements

Contract: Inspection & Maintenance of Sports Hall, Gymnasiums including Trampolines and Fitness Suites

Period: 1st April 2009 - 31st March 2012

GUIDANCE NOTES

1. This contract is to provide for:

(i) an annual inspection and condition based maintenance of fixed and portable physical education equipment (sports halls, gymnasiums, and fitness suites) and trampolines in educational settings, conforming and in accordance with the following regulations and standards:

- Provision and Use of Work Equipment Regulations 1998
- BS EN 12196:2003 Gymnasium equipment. Horses and bucks. Functional and safety requirements, test methods
- BS 1892-1:1986 Gymnasium equipment. Specification of general requirements
- BS 1892-2.10:1990 Gymnasium equipment. Particular requirements. Specification for safety requirements for mats, mattresses and landing areas
- BS 1892-2.11:1989 Gymnasium equipment. Particular requirements. Specification for practice and games netting and supporting trackways
- BS 1892-2.9:1986 Gymnasium equipment. Particular requirements. Specification for weight training equipment
- BS 1892-3:2003 Gymnasium equipment. Sports mats. Specification for fire safety requirements for mats, mattresses and landing areas
- BS 1892-4:2003 Gymnasium equipment. Sports mats. Specification for combat mats
- BS EN 12346:1999 Gymnastic equipment. Wall bars, lattice ladders and climbing frames. Safety requirements and test methods
- BS EN 12432:1998 Gymnastic equipment. Balancing beams. Functional and safety requirements, test methods
- BS EN 1270:1998 Playing field equipment. Basketball equipment. Functional and safety requirements, test methods
- BS EN 913:1996 Gymnastic equipment. General safety requirements and test methods
- BS EN 916:1996 Gymnastic equipment. Vaulting boxes. Functional and safety requirements, test methods
- BS EN 916:2003 Gymnastic equipment. Vaulting boxes. Requirements and test methods including safety
- BS EN 957-1:1997 Stationary training equipment. General safety requirements and test methods
- BS EN 957-5:1997 Stationary training equipment. Pedal crank training equipment. Additional specific safety requirements and test methods

2. AWARD CRITERIA

| Criteria | Weighting (%) |
|---------------------------------------------------------------------------------------------------------------|---------------|
| Ability to establish and deliver effective service in accordance with specification (includes administration) | 20 |
| Past Performance on similar contracts | 20 |
| Management System used by company to ensure staff competency & quality control | 20 |
| Health and Safety Management System used by company (e.g. HSG 65) | 20 |
| Price | 15 |
| Communication & presentation (if applicable) at interview. | 5 |
| Total | 100 |

3. PERIOD

The contract is for a three year period commencing 1st April 2009 - 31st March 2012

4. NUMBER OF ESTABLISHMENTS

Previous contracts have been based on the number of education establishments (i.e. schools) in Warwickshire and Oxfordshire County Councils and the contractor was obliged to carry out work in each and every establishment as specified.

A programme of schools to be visited, broken down by dates, to be carried out between April 2009 and end of March 2012 will be provided by Warwickshire County Council and Oxfordshire County Council. This will ensure that the inspection does not exceed the recommended annual frequency.

Whereas it is highly recommended that a full programme of inspection and condition-based maintenance of PE Equipment be carried out in all educational settings, some establishments may wish to be excluded from the contract.

Due to policies of fair-funding and L.M.S. (Local Management of Schools) managers / Headteachers may decide that they prefer to make their own arrangements. It is anticipated, that most settings will take advantage of the special prices that this contract should offer and it is likely that the majority of establishments, will continue to use the contract.

Operational Schedules

Inspection and condition-based maintenance will be centrally funded by Warwickshire Education Services, Safety and Premises and Oxfordshire Shared Services, Health, Safety and Wellbeing Team. Repair work and replacement will be carried out at the discretion of the Manager / Headteacher and will be paid for by the educational establishment concerned.

Table A below is a breakdown of the numbers of different types of PE Equipment with educational settings in Warwickshire & Oxfordshire County Council's control.

Table A

| Type of Equipment / Unit | Warwickshire | Oxfordshire | Total |
|----------------------------------------------|--------------|-------------|-------|
| Primary Hall (includes some Special Schools) | 218 | 250 | 468 |
| Gymnasiums | 36 | 32 | 73 |
| Sports Hall | 44 | 19 | 51 |
| Fitness Equipment | 17 | 7 | 24 |
| Trampoline | 77 | 55 | 132 |

Below (Table B) is a breakdown of different types of educational settings in Warwickshire & Oxfordshire County Council's control with PE equipment.

These figures are intended to be approximate and are for the guidance of tenderers only and do not constitute guaranteed numbers. It should be noted that some larger educational establishments have 2 sites.

Table B

| Type of Educational Phase | Warwickshire | Oxfordshire | Total no. of phase |
|---------------------------|--------------|-------------|--------------------|
| Primary | 195 | 240 | 435 |
| Secondary | 36 | 32 | 68 |
| Special | 9 | 12 | 21 |
| Totals in area | 240 | 284 | |

The successful tenderer will be notified of the actual number of establishments within each respective area following the award of the contract.

The schedule of equipment provided is based on previous inspection report records and may be subject to change. Addition or reduction in equipment numbers / units can occur in each establishment. Additional equipment inspected should be charged on a pro rata basis. Any reduction in the number of the equipment inspection reports completed should reflect a corresponding reduction on a pro rata basis.

**Contract: Inspection & Maintenance of Sports Hall, Gymnasiums,
including Trampolines and Fitness Suites**

PERIOD: 1st April 2009 - 31st March 2012

SPECIAL CONDITIONS OF CONTRACT

Definition of terms

Definitions

- 'The Council' means Warwickshire County Council and Oxfordshire County Council.
- 'The Contractor' means the person, firm or company to whom the Contract is awarded and to whom the Order is addressed.
- 'Services' means such works or services as are described in the specification and further identified in the Order.
- 'Order' means the official order placed by the Council with the Contractor for the supply of services.
- 'Authorised Officer' means the Council's representative duly authorised to act in the administration of the contract or his nominated deputy.

Special Conditions

1. Visits to inspect any PE Departments in schools for the purpose of tendering can be arranged, if required, with the appropriate Head of establishment but no payment will be made for any such inspection by the educational establishment.
2. It shall be a requirement of this contract that invoices for inspections at Warwickshire Schools shall be sent to Warwickshire Education Services, Safety and Premises Section for payment and for Oxfordshire schools to Oxfordshire Shared Services, Health, Safety and Wellbeing Team.
3. Additional maintenance and / or repair visits may be arranged and purchased by the educational establishment concerned.
4. The annual inspection must be pre arranged and confirmed by an appointment letter / fax with the Manager / Headteacher or other appropriate person (e.g. Head of Appropriate Department or co-ordinator) of the educational establishment concerned.
5. The contractor must adhere to the establishment's health and safety arrangements.
6. At the start of the day of visit the contractor should meet with the Headteacher, Deputy, Head of Department or Co-ordinator or other responsible person to establish location of equipment and programme for the day
7. The visit should include a full inspection of all PE Equipment and during the inspection all routine condition based maintenance e.g. tightening of nuts and bolts should be carried out; as detailed in this Schedule of Requirements.

8. Inspection Reports / Paperwork

8.1 On the day of inspection

Any item of equipment that is not considered by the contractor to be adequate or of suitably authorised manufacture, or constructed to required safety standards, will be deemed as a "failure". The contractor should mark the equipment as 'failed inspection – do not use' (or words to that effect) on that item as appropriate e.g. stickers, hazard tape etc.

A written report of the inspection will be left with the establishment on the day (on contractors own paperwork), clearly noting the items individually (with serial numbers where appropriate), indicating location, outcome of inspection (Pass, pass with actions needed or fail) with brief details.

8.2 Within 10 working days

Following the visit the contractor will be required to submit to either: Warwickshire Education Services, Safety and Premises Section or Oxfordshire Shared Services, Health, Safety and Wellbeing Team, a word processed electronic copy of an inspection report summary (see appendix a) and electronic copy of the engineers report with machine inspection certificates where appropriate (hard or electronic copy) which was left with the establishment on the day of inspection.

The word processed copy of the inspection report summary will include each inspected equipment item listed individually, detailing the outcome of the inspection, prioritisation of outcomes and details of any repairs or replacements that are considered necessary before the next visit, together with any timescale where appropriate.

The inspection summary report form should list each inspected item individually (with serial numbers where appropriate), indicating location, outcome of inspection (Pass, pass with actions needed or fail) and details of any actions / repairs or replacements that are considered necessary before the next visit, together with any timescale where appropriate.

The contractor must prioritise on any repairs or replacements, making it clear if these are absolute legal requirements or just best practice, and making reference to the appropriate section of the relevant British Standard as appropriate (Guidance notes on page 2). This must also be reflected in any quotation provided to the educational establishment.

9. At the end of the visit, the contractor should advise an appropriate member of school staff of the outcome of the inspection.
10. Following an inspection and condition based maintenance visit, if the inspection is found not to be of an adequate standard set by Warwickshire Education Services Safety and Premises Section or for Oxfordshire Shared Services, Health, Safety and Wellbeing Team, the contractor will be required to make a return visit at no extra cost to the establishment or Council concerned.
11. Funds for the annual inspection are held by Warwickshire Education Services Safety and Premises Section and Oxfordshire Shared Services, Health, Safety and Wellbeing Team. Any work in addition to this should be the subject of the report and a separate quotation after the inspection report has been sent out for this work must

be submitted to the Headteacher concerned, for which the school will pay separately if required.

In addition to the routine inspection visit and the return to carry out repair work quoted for, emergency calls may be received where unforeseen breakages or damage to equipment has occurred, to be paid for by the school concerned.

12. Without prejudice to the indemnities contained in the Conditions of Contract and for the avoidance of doubt the contractor agrees to indemnify the Council against all claims and liabilities for injury or damage to any person or thing arising out of or in the course of any negligent inspection or omission of the execution of the inspection howsoever the same may be caused.
13. All inspections, maintenance work (and any repair work – although not included in this contract) will be carried out by staff who are trained and competent in the relevant current BS / BS EN standards, regulations and general health and safety. Evidence of competence, including records of training in the relevant current BS / BS EN standards, process of inspection and repairs, must be available to Warwickshire and Oxfordshire County Councils.
14. The contractor shall insure against all claims for injury or damage arising from negligent inspection or omission and from faulty workmanship on his part to provide cover of not less than five million pounds (£5,000,000) in any one case and must produce the policy of insurance and/or premium renewal certification to the Director on demand at all reasonable times.
15. The contractor will be required to make quality control check visits to a minimum of 5% of inspections, to ensure that inspection and maintenance work complies with all the Special Conditions of Contract or Schedule of Requirements, relevant BS / BS EN Standards and general Health and Safety requirements in this respect. Copies of quality control check reports should be sent to Warwickshire and Oxfordshire County Councils respectively.

The contractor must provide to Warwickshire Education Services, Safety and Premises and Oxfordshire Shared Services, Health, Safety and Wellbeing Team a monthly schedule of their planned visits for inspection and maintenance to establishments, in order that accompanying monitoring (quality checks) visits may be made by Warwickshire and Oxfordshire County Council for our own quality checking purposes.

The educational establishments will be requested by Warwickshire and Oxfordshire County Councils as appropriate to complete a Contractor Performance Monitoring Form after each inspection, which will be returned to Warwickshire and Oxfordshire County Councils respectively.

16. The contractor must provide all necessary equipment, e.g. ladders for the complete examination of the equipment and they MUST ensure that it is fit for purpose, suitable and sufficient for the required task and complies with all Health and Safety requirements in this respect. Educational establishment's access equipment must not be used.

Ladders and general access equipment used should be tested and inspected and suitable for use, by trained and competent staff only.

17. The contractor will be expected to ensure that its staff are of a presentable appearance and dressed in appropriate work wear.
18. The contractor must ensure that all of their staff visiting educational settings are appropriately CRB checked through Warwickshire County Council (on behalf of Oxfordshire County Council). The CRB disclosure application will be administered through Warwickshire County Council for the cost of application and a small admin fee at the start of the contract period and must be in place before any visits take place. The contractor must ensure that any changes to staff visiting educational establishments are notified to Warwickshire & Oxfordshire County Councils before visiting educational establishments to ensure an appropriate CRB check is in place.
19. If the contractor fails to comply with any of the Special Conditions of Contract or Schedule of Requirements laid down in this contract or if any work carried out by the Contractor or his agent is, in the opinion of Warwickshire Education Services Safety and Premises Section or the Children, Young People & Families Health and Safety Officers or Oxfordshire Shared Services, Health, Safety and Wellbeing Team is unsatisfactory then in any such case Warwickshire County Council and Oxfordshire County Council reserve the right to terminate the contract forthwith.
20. The prices quoted in the "PROPOSAL DOCUMENT" shall remain firm for the period of the contract. Any application for price variation can be made only be made on an annual basis and be no more that the 1% above the cost of inflation. The application for price variation must be made at least 4 months before the operative date (1st April) and should be limited to one price increase per contract year. Such applications are to be made in writing to Warwickshire Education Services, Safety and Premises Section and Oxfordshire Shared Services, Health, Safety and Wellbeing Team.
21. Commercial rates should apply to educational establishments whose details are not supplied by Warwickshire or Oxfordshire County Councils respectively as part of this contract.

| | |
|-------------------|-----------------|
| Date: | Signed: |
| Print Name: | Position: |

**Contract: Inspection & Maintenance of Sports Hall, Gymnasiums
including Trampolines And Fitness Suites**

Period: 1st April 2009 - 31st March 2012

Schedule of Requirements

A. All Schools As Specified

The contractor will be required to visit each educational establishment at annual intervals (based upon previous inspection timings) to carry out a thorough inspection and report on all items of equipment and carry out maintenance on the spot. It should be noted that particularly in the summer term (April - June) schools may use their halls for SAT's Tests and other exams therefore restricting access. This inspection must be carried out within the contract period specified on an inspection programme to be provided by Warwickshire Educational Services, Safety and Premises or Oxfordshire Shared Services, Health, Safety and Wellbeing Team. The contractor should have their own monitoring method and must notify WES Safety and Premises or Oxfordshire County Council, Shared Services, Health, Safety and Wellbeing Team as appropriate if an inspection within the year cannot be made due to access problems with the school.

The Schedule of Requirements and standard of work in educational settings, and the Maintenance Schedule below should be used as a guide. The range of equipment in these schools varies widely and it is considered impractical to provide a detailed schedule. The following special and general points concerning equipment in the primary phase schools should be considered:-

- a) Many large schools are equipped with hinged wall frames and climbing ropes on track ways.
- b) Steel and aluminium frames and linking equipment.
- c) Upholstered stools, movement tables, benches and vaulting boxes are common.

B. Secondary Schools

Work Schedule

The contractor, at the discretion of the Manager / Headteacher, will be required to visit all schools to carry out a thorough inspection and routine maintenance as set out below. As with primary phase schools, if this cannot be achieved within the contract period specified on an inspection programme to be supplied by Warwickshire Education Services, Safety and Premises and Oxfordshire Shared Services, Health, Safety and Wellbeing Team should be notified so that the school can be made aware of its obligations.

1. Counterbalanced Beams (Fixed and Hinged Types)

Overhaul, tighten and adjust all roof and wall fittings and fixings. Remove top and bottom pockets, inspect and adjust all beam wires and weights. Replace all wires where necessary. Adjust all beams to rest evenly on pins. Inspect all pull-lines and beam lines and replace where necessary. Inspect all swivel ends, replacement of defective items to be subject to separate order. Overhaul and adjust all wheeling devices on hinged beams. Supply and fit new wedges and lines where missing. Free all stiff pulleys and oil and grease all tracks and moving parts. Clean off splinters and re-varnish beams where these have occurred.

2. Fixed Tubular Equipment

Overhaul, tighten and adjust all roof and wall fittings and fixings. Overhaul, lubricate and adjust all moving parts. Inspect and repair where necessary tubes and fittings. Supply and fit, where necessary, new pull-lines.

3. Hinged Frames

Overhaul, tighten and adjust all wall and frame fittings and fixings. Overhaul and adjust all stay wires and load-binders. Adjust all floor and wall bolts ensuring correct alignment for both in-use and storage positions. Overhaul and adjust all lifting and wheeling devices and supply and fit new wheels where necessary. Tighten all screws and bolts. Clean off splinters and re-varnish where these have occurred.

4. Climbing Ropes and Ropes Track ways

Overhaul, adjust and tighten all roof, track and wall fittings and fixings, lubricate all moving parts, repair broken spacing chains, replace broken or badly worn pull-lines. Re-whip and re-shoe with leather, climbing ropes as necessary.

A report on any worn or defective climbing ropes must be submitted together with a quotation for the supply of replacement ropes for fitting on a subsequent visit. Defective ropes should be removed or cut-off at the top fitting pending any replacement, but the contractor should advise the Headteacher before doing so.

5. Fixed and Hinged Wall-Bars

Tighten all wall fixings, securing brackets and floor fittings. Tighten screws in all front fillets. Supply and fit new oval mouldings to replace where broken. Clean off splinters and re varnish where these have occurred. Where the complete re varnishing of wall bars is necessary this should be subject to a separate order ex-contract.

6. Basketball Backboards and Gear

Overhaul and lubricate as necessary all operating gear to retractable and hinged basketball goals. Supply and fit new wire cables as necessary. Overhaul and tighten all wall fixings. Tighten all assembly bolts. Damaged rings are to be subject to a separate order ex-contract.

7. Retractable Cricket and Division Netting

Overhaul, tighten and adjust all trackway fixings, suspension wires and control lines, lubricate all moving parts. Up to a maximum of 2 netting hooks are to be replaced as part of the contract at no extra charge providing they can be accessed without the use of scaffold. If scaffolding is required this will be subject to a separate order. Repair as necessary all storage bags. No repairs are to be carried out to the netting.

8. Vaulting Equipment

Clean and rough up leather covers. Patch worn and torn covers where this is practical. Supply and fit pommel sticks. Supply and fit rubber hooves where worn. Clean off splinters from woodwork and re-varnish where necessary. Report on fitting of new corner blocks to sections where these are broken and repairs to woodwork and lifting gear where practical.

9. Upholstered Equipment (Stools, Benches, Agility Tables, etc.)

Supply and fit rubber feet where missing – full sets to special order only. Tighten screws. Supply and fit new safety split-pins, chains, cords, etc. where necessary.

Repair minor holes in worn covers using new PVC material of equivalent quality where the condition of the old covering may constitute a danger, but this only where damage has been caused by fair wear and tear – complete re-covering should be reported and quoted for and carried out to order only.

10. Balance Benches

→ Tighten all screws and brackets. Re-cover bench hooks as necessary. Supply and fit new hooks to replace any which are broken. Supply and fit new side-rails where necessary. Clean off splintered edges and re-varnish where such damage has occurred. Lightly sandpaper down and re-varnish benches where this is required to prevent splintering. Supply and fit replacement rubber pads to feet where these are damaged or detached. Supply and replace damaged bench buttons as necessary.

11. Spring Boards and Beating Boards

Full maintenance is required. As ash timber of acceptable quality is now rarely available, suitable substitutes may be used e.g. ramin. Tighten all screws and brackets. Clean off splinters and re-varnish where necessary.

12. Landing Mats and Agility Mattresses

Inspect for holes, rips and wear. When the cover of a mat is ripped or has worn into a hole then the mat should be replaced or fully recovered rather than repaired.

Warwickshire and Oxfordshire County Councils do not advocate the repair of mat covers as patching can cause trip hazards and it hides any damage to the foam. Mats that are not flame retardant do not meet fire regulations and should be clearly labelled with permanent marker as "Condemned dispose of from site" for removal from the site. Safety mattress

covers can be replaced but the condition of the foam and the age of the mattresses should be taken into account. The cleaning and re-covering of agility mattresses is not a part of this contract.

13. Games Equipment

Indoor dividing and cricket nets and basketball fittings must be inspected. Portable Five-a-Side goals should be checked to see that any anchorage points are secure and in good condition, that all pivot points are in good condition and are lubricated with grease, and all locking devices are in good working order.

14. Cardiovascular and Strength Fitness Suites

This equipment must be inspected to ensure that it is not for solely domestic use and is fit for the purpose according to the relevant British Standard. This equipment must be inspected to ensure that all moving parts are in good condition and lubricated where appropriate, all joints are secure and in good condition, load-bearing areas must be checked for weaknesses. Any repairs required following inspection are to be subject to a separate report. There is a wide variety of this type of equipment on the market and any maintenance must be in accordance with any specific requirements set down by the manufacturer.

15. Trampolines & Trampettes

The contractor shall inspect the equipment, check and adjust where necessary and report on the state of the equipment. The price quote in the "Proposal Document" shall include all labour charges and those in connection with the fitting of sundry spare parts.

Any work additional to the above i.e. replacement bed etc. which is required to render the trampolines / trampettes serviceable and safe for use must be included in the report and should not be carried out until an official order is placed by the School.

16. Climbing Walls

The equipment must be inspected to ensure all fixings are secure and in good working order and the material of the wall itself must be inspected for wear and damage.

SPECIFIC MAINTENANCE SCHEDULE

- **Suitability of equipment - All equipment must be suitable for use.**
- **This schedule is the minimum requirement - other checks may be required dependant on equipment.**
- **All portable electrical equipment must have an in date portable appliance test (PAT) sticker (unless newly purchased in the last 12 months). Any portable electrical equipment without this should be deemed an immediate fail and taken out of use until tested.**

COUNTER BALANCED BEAMS:

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------|
| Fixings & Fittings: | Inspect, tighten, adjust, and replace missing screws/bolts/nuts. |
| Wires: | Inspect, adjust to level, replace if worn |
| Weights: | Remove cover panels, inspect weights and wire fixings and tighten. |
| Booms: | Inspect, remove splinters and touch varnish. |
| Boom Swivels: | Inspect, tighten fixings, and replace missing safety pins. |
| Hauling/Tricing Lines: | Inspect, remove twists, replace if worn. |
| Wedges & Cords: | Inspect, replace if worn or damaged. |
| Tracks: | Inspect and lubricate if necessary. |
| Floor Plates: | Inspect, clean out dirt and dust. |
| Pulleys: | Inspect, free stiff pulleys, lubricate, replace if worn or broken (except internally fitted top hauling line pulleys). |
| Uprights: | Repair minor splits to woodwork. |
| Wheeling Device: | Inspect, tighten, adjust, replace wheels and hand grips if worn or broken. |

FIXED TUBULAR EQUIPMENT:

| | |
|------------------------|-------------------------------------------------------------------|
| Fixings & Fittings: | Inspect, tighten, adjust, replace missing screws/bolts/nuts. |
| Tracks: | Inspect, lubricate if necessary. |
| Spacing Chains: | Inspect, replace if broken. |
| Hauling/Tricing Lines: | Inspect, remove twists, replace if worn. |
| Floor Plates: | Inspect, clean out dirt and dust. |
| Pole End Fittings: | Inspect, tighten, adjust, re-thread if possible. |
| Pulleys: | Inspect, free stiff pulleys, lubricate, replace if worn or broken |
| Wheels: | Inspect, replace if worn or broken. |

HINGED CLIMBING FRAMES:

| | |
|---------------------|--------------------------------------------------------------------------------------------------------------|
| Fixings & Fittings: | Inspect, tighten, adjust, and replace missing screws/bolts/nuts. |
| Wires: | Inspect, replace if worn. |
| Tensioning Device: | Inspect, adjust tension, tighten fixings, replace hand grip if worn or broken. |
| Pulleys: | Inspect, free stiff pulleys, lubricate, replace if worn or broken |
| Storage Cords: | Inspect, replace if worn or missing. |
| Wheeling Devices: | Inspect, tighten, adjust, replace wheels and handgrips if worn or broken |
| Floor Plates: | Inspect, clean out dirt and dust. |
| Uprights & Bars: | Inspect, tighten screws, remove staples or pins, remove splinters and touch in varnish, repair minor splits. |
| Alignment: | Inspect for correct alignment, adjust if possible. |
| Scramble Nets: | Inspect, tighten fixings. |

WALL BARS:

| | |
|---------------------|---------------------------------------------------------|
| Fixings & Fittings: | Inspect, tighten and replace missing screws/bolts/nuts. |
| Uprights: | Remove splinters and touch in varnish, tighten screws. |
| Oval Bars: | Remove splinters and touch in varnish. |

ROPE TRACKS/ROPE FRAMES/ROPES:

| | |
|------------------------|------------------------------------------------------------------------------------|
| Fixings & Fittings: | Inspect, tighten, adjust, and replace missing screws/bolts/nuts. |
| Tracks: | Inspect, lubricate if necessary. |
| Tricing/Hauling Lines: | Inspect, remove twists, replace if worn. |
| Pulleys: | Inspect, free if stiff, replace if worn or broken. |
| Spacing Chains: | Inspect, replace if broken. |
| Cleats: | Inspect and tighten. |
| Ropes: | Inspect, re-shoe if required, remove knots. |
| Rope Ladders: | Inspect, re-whip (up to 6 rungs) |
| Trapeze/Rings: | Inspect. |
| Wires: | Inspect, replace if worn. |
| Tensioning Device: | Inspect, adjust tension, tighten fixings, replace hand grip if worn or missing. |
| Storage Cords: | Inspect, replace if worn or missing. |
| Wheeling Device: | Inspect, tighten, adjust, replace wheel and hand grips if worn or damaged. |
| Floor Plates: | Inspect, clean out dirt and dust. |
| Uprights: | Inspect, tighten fixings, repair minor splits, remove splinters, touch in varnish. |

BASKETBALL GOALS:

| | |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fixings & Fittings: | Inspect, tighten and replace missing screws/bolts/nuts. |
| Framework: | Inspect, tighten, lubricate hinged parts and telescopic braces if required. |
| Tension Wires: | Inspect, replace if worn. |
| Tensioning Device: | Inspect, adjust tension, tighten fixings, and replace hand grip if worn or missing. |
| Hand Winch: | Inspect, tighten fixings, grease gears/lubricate as applicable, depending on type. |
| Electric Winch: | Inspect, check operation of motor and limit switches and adjust if required, tighten fixings, check gearbox for oil leaks, check for binding brake unit. NB: this inspection excludes testing to comply with the current edition of the Electricity at Work Regulations 1989. |
| Lifting Cable: | Inspect for wear. |
| Pulleys: | Inspect for wear, free if stiff, lubricate if required. |
| Backboard: | Inspect and tighten fixing bolts. |
| Ring & Net: | Inspect and tighten fixing bolts, re-secure net if detached. |

TRACKWAY & NETTING (DIVISIONAL/CRICKET):

| | |
|----------------|---------------------------------------------------------------------------|
| Operation: | Check operation for snagging joints and adjust. |
| Track: | Inspect, tighten fixings. |
| Crossovers: | Check operation, adjust and tighten (Rotary type). |
| Trolleys: | Replace up to 3 trolleys if worn or missing. |
| Nets: | Inspect, re-hang if partially detached. |
| Hauling Lines: | Inspect for wear, replace if worn. |
| Pulleys: | Inspect, free if stiff, lubricate if required, replace if worn or broken. |
| Storage Bags: | Inspect, re-sew by hand one or two detached rings or hooks if |

Storage Straps: practical. Re-sew small seam splits by hand if practical.
Inspect, replace if broken or missing.

FLOOR SOCKETS:

Threaded Type: Inspect, clean, tighten if required, re-thread by tapping.

Socket Type: Clean out dirt and dust.

Flip-up Type: Inspect, clean out dirt and dust, tighten if required,
Check operation and lubricate if stiff.

VAULTING EQUIPMENT - BOXES/HORSES/BUCKS:

Fixings & Fittings: Inspect, tighten, replace missing screws/nuts/bolts.

Woodwork: Clean off splinters and touch in varnish, re-varnish all
woodwork if necessary.

Feet: Replace rubber feet to boxes if missing or worn.

Wheeling Gear: Tighten and adjust, clean wheels, fit replacement wheels if
missing or worn.

Hide Covers: Inspect and roughen if appropriate.

UPHOLSTERED EQUIPMENT - STOOLS/BENCHES/TABLES:

Fixings & Fittings: Inspect, tighten, replace missing screws/nuts/bolts.

Woodwork: Inspect, remove splinters and touch in varnish, re-varnish all
woodwork if necessary.

Metalwork: Inspect for cracked welds.

Padded Tops: Inspect.

Rubber Feet: Inspect, replace if worn or damaged.

Safety Devices: Inspect, check operation, replace broken or damaged chains,
cords and pins.

BALANCE BENCHES AND PLANKS:

Fixings & Fittings: Inspect, tighten, replace missing screws/nuts/bolts.

Woodwork: Inspect, remove splinters and touch in varnish, re-varnish all
woodwork if necessary.

Rubber Feet: Inspect, replace if worn or damaged.

Hooks: Inspect, check operation, fit replacement hooks covers if worn
or missing.

Bench Buttons: Inspect, replace if worn or missing.

Stanchion Bars/Angle

Brackets: Inspect.

TRESTLES/POLES/LADDERS/BARS:

Fixings & Fittings: Inspect, tighten, replace missing screws/nuts/bolts.

Woodwork: Clean off splinters and touch in varnish, re-varnish all
woodwork if necessary.

Metalwork: Inspect for cracked welds.

Rubber Feet: Inspect, replace if worn or damaged.

Rubber Grommets/bushes: Inspect, replace if worn or damaged.

Plastic Tube Inserts: Inspect, replace if worn or damaged.

Safety Devices: Inspect, check operation, replace broken or damaged chains,
cords and pins.

Threaded Hooks: Inspect, re-thread if required.

Rubber/ Inspect, re-glue or repair if worn or missing

Leather Hook Covers: (excludes re-coating in plastic).

EQUIPMENT TROLLEYS:

| | |
|---------------------|-------------------------------------------------------|
| Fixings & Fittings: | Inspect, tighten, replace missing screws/bolts/nuts. |
| Framework: | Inspect, check for cracked welds. |
| Platform: | Inspect. |
| Castors & Wheels: | Inspect, free stiff wheels and castors, clean wheels. |

MATS AND LANDING MATS:

| | |
|---------------|-------------------------------------------------------------------------------------------|
| Covers: | Inspect for holes, tears, split seams, detached handles, make minor repairs if practical. |
| Rubber Bases: | Inspect for perished rubber. |
| Foam: | Inspect for holes and tears. |

SPRINGBOARDS:

| | |
|---------------------|-----------------------------------------------------------------------------------------------|
| Fixings & Fittings: | Inspect, tighten, replace missing screws/nuts/bolts. |
| Woodwork: | Inspect, remove splinters and touch in varnish, check for delamination of plywood components. |
| Rubber Feet: | Inspect, replace if worn or damaged. |

GAMES POSTS AND GOALS (INDOOR):

| | |
|---------------------|-----------------------------------------------------------|
| Fixings & Fittings: | Inspect, tighten, replace missing screws/bolts/nuts. |
| Framework: | Inspect, check for cracked welds, bends or damaged parts. |
| Hinges: | Inspect, lubricate if necessary. |
| Safety Devices: | Inspect, free stiff wheels, check operation |
| Rubber Feet: | Inspect, replace if damaged. |

WALL STORAGE:

| | |
|---------------------|---------------------------------------------------------------------------------------------------|
| Fixings & Fittings: | Inspect, tighten, replace missing screws/nuts/bolts. |
| Brackets/Hooks: | Inspect, check covers for wear, re-glue or recover if practical – excludes re-coating in plastic. |

GYMNASTIC EQUIPMENT – BARS/BEAM, ETC.

| | |
|----------------------|-------------------------------------------------------------------------------------------------|
| Fixings & Fittings: | Inspect, tighten, replace missing screws/nuts/bolts. |
| Adjuster Mechanisms: | Inspect, check operation, lubricate and adjust if required. |
| Framework: | Inspect for cracked welds. |
| Upholstery: | Inspect. |
| Wires: | Inspect for damage/fraying. |
| Rubber Feet: | Inspect, replace if worn or damaged. |
| Bars: | Inspect cast ends for damage/cracking, inspect bars for damage, remove splinters if applicable. |

CARDIOVASCULAR EQUIPMENT - EXERCISE BIKES, ROWERS, STEPPERS, CROSS TRAINERS, TREADMILLS ETC.

| | |
|--------------------------------------------|-------------------------------------------------------------|
| PAT Sticker | Ensure in date. |
| Fixings & Fittings: | Inspect, tighten, replace missing screws/nuts/bolts. |
| Adjuster Mechanisms: | Inspect, check operation, lubricate and adjust if required. |
| Framework: | Inspect for cracked welds. |
| Upholstery: | Inspect for damage, wear, cleanliness, security. |
| Wires: | Inspect for damage/fraying. |
| Rubber Feet: | Inspect, replace if worn or damaged. |
| Handles | Inspect for damage, wear, security. |
| Pedals: | Inspect for damage, wear, security. |
| Guards (for wheels) | Inspect / check security of guarding. |
| Wheels / Casters | Inspect, free stiff wheels and castors , clean wheels. |
| Emergency stop buttons: (If applicable) | Check operation |

TRAMPOLINES & TRAMPETTES CHECKLIST

Inspect, tighten, adjust and lubricate, as per specification below:-

| | |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General: | Fully open and erect trampoline to ensure trampoline/mini tramp operates correctly. |
| Leg Sections: | Inspect for cracked welds and check for wear on hinge bushes, lubricate if required. |
| Side Rails: | Inspect for cracked welds, check for wear on rollerstand bosses, leg bosses and anchor loops, check compression bushes are present and tighten. |
| End Rails: | Inspect for straightness, check for wear at hinges to ensure end rails are parallel with floor or slightly tilting upwards, check for cracked welds, check wear on spigot pins, tighten allen screws to spigot pins, and check for wear on anchor loops. |
| Hinges: | Inspect for broken hinge pins, check hinge pins are secure, re-rivet hinge to secure if loose. |
| Leg Braces: | Inspect for cracked welds, check fit to leg section, adjust if necessary. |
| Goosenecks: | Inspect for cracked welds, check for wear, and tighten allen screws. |
| Rollerstands: | Inspect for cracked welds, check for wear on top pin, check stands are not bent, hooks are in place and not bent, check castors rotating freely, tighten castors if required, check for worn wheels and free rotation, lubricate if required. |
| Chains & Adjusters: | Adjust to correct tension, ensure lock nuts are tight, ensure 'D' shackles are tight. |
| Spring/Cables: | Check all springs/cables are present, check for rupture/breakage. |
| Beds: | Check anchor bars are not broken or cracked, check bed for cuts, wear, worn or broken stitching. |
| Frame Pads: | Check that all frame pads are fitted, check that the correct type are fitted, check for tears, holes, detached straps or clips, tighten straps to re-fit properly if loose. |

WEIGHT TRAINING EQUIPMENT - CHECK LIST:

1. Check all welds for cracks.
2. Check all framework for cracks, distortion or damage to surface finish.
3. Check all framework fixings are tight and secure.
4. Check all tube inserts are in place secure and note damage.
5. Check all pulley wheels for damage wear and deterioration.
6. Check pulley wheel axle bolts for wear and security.
7. Check wires and belts for damaged wear and security.
8. Check carabines for wear, damaged distortion and security.
9. Check guide rods for distortion and damage to the surfaces.
10. Check weights, bushes and spacers for damage, deterioration and smooth operation.
11. Check selector rods for damage deterioration, security to top weights and alignment.
12. Check selector keys for wear damage and distortion.
13. Check springs for damage and deterioration.
14. Check all upholstery for damage, deterioration, cleanliness and security.
15. Check feet for damage, wear and deterioration.
16. Check all handles for damage, correct operation and deterioration.
17. Check low pulley bar for wear, damage and deterioration.
18. Check high pulley bar for wear, damage and deterioration.
19. Check all eye fixings for wear and deterioration.
20. Check spring plunger assembly for correct operation, wear and deterioration.
21. Check spring plunger, location holes for wear and elongation.
22. Check all guards for security and damage.