CLEANING AND MAINTENANCE GUIDE

|  |  |  |  |
| --- | --- | --- | --- |
| **Scope** | **Playing Courts** | **Electrics** | **Changing Rooms / General** |
| Daily | * Clean the floors with a dry mop, using a synthetic or cotton head. Change the head weekly.
* Check walls for any sign of damage.
 | * Check operation of lights.
 | * Vacuum or sweep floors and remove rubbish.
* Check that basins are not blocked
* Clean / disinfect shower and basin areas.
* Provide clean towels and replace soap and toilet paper.
 |
| Weekly | * Change the mop head.
* Check operation of latch and door closer, adjust if necessary to prevent slamming.
* Check the fixing angle plate hinges and fins.
* Clean glass walls with a proprietary glass cleaner to remove all marks.
* Lightly lubricate nylon hinges and catch with silicone furniture spray polish. Do not lubricate metal hinges or latch.
 | * Check that ventilation, extractor fans and heating are working correctly.
* Check thermostat setting in line with correct court conditions.
 | * Clean spectator seating
* Dust gallery railing (before cleaning courts).
* Tidy up notice board and take down old posters
* Sweep entrance areas.
* Check operation of taps and flushing mechanisms.
* Replace any items that have been used in first aid kit.
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Monthly | * Check floors for any loose or broken floor boards.
* Check operation of entrance door and ensure it is not rubbing on the floor.
* Check the 'tin' for loose screws, damage, sharp edges etc.
* Check plaster surfaces for any required repairs or cleaning from unnecessary marking or if lines need re‐taping.
* Check if the walls need cleaning and if any lines need re-marking.
 | * Check and replace defective tubes replacing all tubes in each fitting at the same time.
 | * Check shower doors / curtains for damage, heads are working properly.
* Clean shower floors and all tiled surfaces.
* Check shower and basin drains are not blocked.
 |
| Six Monthly | * Check floors for expansion against or below the plaster surfaces on the side walls.
* Check the floor surface is level.
* Check side walls for traces of unnecessary marks.
 | * Clean extractor fan blades.
* Check radiant heaters and clean fins.
 | * Check the operation of all water storage tanks, hot water cylinder and supply system, and boiler for leaks.
 |
| Annually | * Professional maintenance to repair, sand and re‐line floors to restore the nap and to check, tighten, adjust or replace wall fixings.
 | * Professional servicing of electrical fittings.
 | * Ensure that all waste pipes are free flowing and clear.
* Check external gullies taking waste from the basins and showers are not blocked.
 |

CLEANING SQUASH COURT WALLS

**Causes of Dirt**

* Body grease is deposited when players wipe sweat from their hands on to walls.
* Graphite marks occur when the racket head hits the wall.
* Ball scuff, caused when squash balls are hit hard along the wall.
* Airborne dirt and grime settles as dust on the walls.

**Cleaning**Clean walls improve light in a court. Therefore, walls should be cleaned at least once a year or more often if they become dirty.

Ensure that the floor is properly protected before starting any repairs or cleaning of walls and playing surfaces, or painting doors or out-of-court areas.

Body grease, ball scuff and airborne dirt can be safely removed with Cleaning Solution. Follow manufacturer’s recommendations, using water-retaining scouring pads. While cleaning, swill
down the wall to prevent loosened dirt being re-absorbed.

To remove graphite marks requires abrasion. Use fine sandpaper on dry walls or abrasive cleaning pad. This is a labour-intensive operation, since each mark must be tackled individually.

Note: Never use acidic cleaners for plaster squash court walls.

**Mould Growth**Mould growth on internal walls is caused by prolonged condensation, rising damp or leakage from outside – usually the result of water leakage through the outside structure or poor ventilation.

Watch for signs of mould growth and treat immediately, ensuring that the cause is corrected. Established mould cannot be removed and will cause permanent marking throughout plaster.

Remove growth by brushing down to remove loose growth. Wash down walls with a suitable fungicide or a dilute solution of chlorine-based household bleach. Wash down walls with clean water and dry thoroughly, using a dehumidifier to accelerate the process. Condensation is usually caused by poor ventilation and, if it is a frequent problem, professional advice should be sought.

CLEANING SQUASH COURT FLOORS

**Moisture**

Sweat and condensation which settle on the surface of the court floors can cause a loss of traction to the players’ footing and the ball. Any moisture on the floors should be urgently investigated, especially if there is any possibility of penetration through the roof, walls or floors.

**Sealing**

Court floors should be unsealed as this lessens the risk of slipperiness.

If deciding to seal, there are important steps to take:

* Never seal and already sealed floor without sanding first
* Sand to clean white wood leaving a slight surface nap
* Leave no traces of paint, stain or dirt
* Clean the floor thoroughly, taking off all dust and dirt
* Check for raised nail heads, split boards and exposed tongues and grooves
* Seal the floor with one coat only of a clear floor sealant

**Cleaning**
Accumulated dust and dirt on the floor can lead to slippery conditions. Regular cleaning of the floors helps prevent slipperiness (from moisture and dust) and injuries of players.

The court floor should be regularly swept using a V-mop which has an impregnated cotton head on a wire frame that attracts dust, including rubber particles from balls. A broom is not recommended as it pushes much of the dust being swept back up into the air and it settles on the floor again.

In cases where dust has built up over time, an industrial pattern vacuum cleaner should be used.

If there is a persistent problem with dust, a slightly damp towel will remove the majority of dust from the floor. The towel must not be made so wet that it leaves traces of moisture on the floor.

**Prevention**

It is also important to clean the areas adjacent to the courts, and to supply to mats immediately outside the court doors which will help prevent dust and dirt being carried or blown onto the court.

It is recommended that a notice be displayed showing that only shoes designed for squash with non-marking soles are permitted on court.

**Sanding**

The floor is sanded by running the sanding machine along the length of the court. The surface should be left with a slight nap.