



Facility Management

Objective

- To manage the Club physical facilities (buildings, grounds and ovals) to ensure a high standard of safety and presentation for matches, training, events and other activities conducted from time to time
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee
- Ensure the following cleaning works are completed:

A. Change rooms

Cleaning is required:

1. The Thursday prior to a home match, following the completion of training
2. After a home match

The rostered team is required to:

1. Sweep all floors, remove rubbish
2. Wash out both change rooms, both showers and the visitors trainers room
3. Restock toilet paper & soap from cleaners cupboard in trainers room
4. Empty bins into green bins and replace all bin liners, all areas
5. Remove lost property and place in designated area
6. Using a cloth and spray & wipe, clean all mud / marks from change room, trainers and shower room walls
7. Place any dirty towels, bandages or ice bags in the appropriate area

B. Oval rubbish collection

Rubbish collection is required following the completion of all home matches. Gloves are available for use and are located on the shelf in the switch room adjacent the office.

The rostered team is required to:

1. Pick up loose rubbish and place in large green rubbish bins from all areas of the Reserve, ensure playground and other areas are also completed.





C. Social room cleaning

Cleaning is required (also includes toilets, kitchen and umpires rooms):

1. The Thursday prior to a home match, following the completion of training & team selection
2. After a home match

The rostered team is required to:

1. Empty all rubbish bins and replace bin liners as necessary.
2. Empty and clean butt tray outside front social rooms door.
3. Wipe clean front and rear entry glass doors.
4. Wipe down all tabletops.
5. Wipe down all window ledges.
6. Sweep and mop all vinyl areas, including behind bar, use disinfectant.
7. Return all glasses to bar sink for washing.
8. Return any crockery or cutlery to kitchen sink for washing.
9. Set up all tables, chairs and couches ready for next use.
10. Clean marks off front of bar servery to floor level.
11. Polished floor area is to be mopped using mineral turpentine only.
12. Bagged rubbish is to be placed in large green outside bins.
13. All cleaning requisites are kept in the cleaning cupboard in the passage.
14. Vacuum all carpets.
15. Replace used stocks of toilet paper.
16. Clean hand basins and toilets.
17. Sweep and mop all tiled floors.
18. Clean & tidy tea and coffee facilities in umpires & social rooms.
19. Turn off: lights, hot water services (kitchen & bar), and gas heater.

C. Line marking

Ovals are to be marked the Friday prior all practice matches and home & away matches

Relationships

- Reports to the Club Committee
- Liaises with the Executive
- Liaises with official Club suppliers & stakeholders
- Liaise with the Roster Coordinator and players to undertake change room clean cleaning, social room cleaning and rubbish collection

Accountability

- Accountable to the Club Executive & Committee
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action
- Provide a report on portfolio operations to the monthly Committee meeting

