

# QUARTERLY MAINTENANCE / WORK PROJECT SCHEDULE : Sept. to December 2010

DATE	No.	TASK IDENTIFIED	AREA	STATUS	BY WHOM (Internal Staff / External Contractor)
SEPTEMBER 2010	1	Remove 2 Fever Trees near entrance due to roots damaging sprinkler system	Security Ent.	Complete	External Garden Removal Contractor
	2	Remove cement balls near security entrance due to vehicle damages	Security Ent.	Complete	Internal Staff
	3	Fix 4x cement curbs in road in front of boat yard	near boat Yard	Complete	Internal Staff
	4	Repair curbing at walkway between SL 24 and 25	Sandy Lane	Complete	Internal Staff
	5	Fix floating jetty – replace chains and cup links under water.	Harbour	Complete	Members (various)
	6	Service 5 x Air Conditioners	Club House	Complete	External Contractor
	7	Rewire Restaurant electrical plugs	Club House	Complete	External Electrical Contractor
	8	Install spot light over golf cart parking area next to Harbour View	Club House	Complete	Member – Norman Bain-Cole – Thank you!
	9	Fixed 3x lights at security entrance	Entrance	Complete	Internal Staff
	10	Repair, re-tile and paint entrance to Club house to improve appearance	Club House	Complete	Internal Staff
	11	Move and upgrade Tee Box No. 2 & 9	Golf Course	Complete	Internal Staff
	12	Replace dry-rot boards on lower level platforms of jungle gym	Play area	Complete	Internal Staff
	13	Paint Labourers Kitchen and Cloak Room	Boat Yard	Complete	Internal Staff
	14	Repair pathway at No.2 Tee Box	Golf Course	Complete	Internal Staff
OCTOBER 2010	1	Install and mount 1x pole for 1 spot light & 3 lights to light up Harbour area	Harbour	Complete	Poles & lights donated - Thank you Norman!
	2	Repair Water Pump at No.3 Tee Box and Pump House	Golf - Pond	Complete	External Contractor
	3	Replace and rewire fence beneath water line at Harbour & Komondo Nek	Harbour	Complete	Internal Staff
	4	Re-vamp ladies Cloak Room – paint, curtains and accessorize	Club House	Complete	Internal/Members - Diane made curtains Thank You
	5	Plant 10 trees to Golf Course	Golf Course	Complete	Internal Staff
	6	Purchase and install additional Gas Grill in kitchen to meet current demand	Kitchen	Complete	N/A
	7	Lay sprinkler system RHS towards Security entrance	Verges	Complete	Internal Staff
	8	Repair 2x motors for pumps - dams on golf course	Golf Course	Complete	External Contractor
	9	Repair 4x Aerators Control Boxes	Harbour	Complete	External Electrical Contractor
	10	Paint Corridor area in front of Cloak Room	Club Hours	Complete	Internal Staff
	11	Create new flower bed at Refuse Area at Royal Pavilion Entrance	Garden R.P.	Complete	Internal/ Member – Albie Meiring. Thank You
	12	Install watering system two areas in front of Club House	Club House	Complete	Internal Staff
	13	Plant grass LHS towards Security Entrance	Security Ent.	Complete	Internal Staff
	14	Remove Cement Balls at Tobago Green Belt	Tobago	Complete	Internal Staff
	15	Sort out Trellidor lock and change to entrance at cloak room area	Club House	Complete	N/A
	16	Clean up Stream at No.7 Tee Box	Golf Course	Complete	Internal Staff
	17	Trim and prune all trees/shrubs where needed	Estate	Complete	Internal Staff
	18	Re-straighten, repair all existing sprinklers	Estate	Complete	Internal Staff
	19	Replace dry-rot boards on top level platforms of jungle gym	Play area	Complete	Internal Staff

## QUARTERLY MAINTENANCE / WORK PROJECT SCHEDULE : Sept. to Dec. 2010 Continued

DATE	No.	TASK IDENTIFIED	AREA	STATUS	BY WHOM (Internal Staff / External Contractor)
<b>NOVEMBER 2010</b>	1	Prepare and paint veranda and Gazebo	Club House	Completed	Internal Staff
	2	Concrete corner of Harbour where water is currently undermined bank	Harbour	On Hold	Internal Staff
	3	Sand and re varnish 2x log benches	Restaurant	Completed	Internal Staff
	4	Re-vamp Security entrance – Paint, Tile / Pave and accessorize	Security Ent.	In progress	Internal Staff
	5	Remove incorrect fish (Barbell) in dams on golf course	Golf Course	Completed	Internal Staff
	6	Improve appearance at Front door - Pots and Plants required	Club House	On Order	Internal Staff
	7	Install and mount 1x pole for 1 spot light & 3 lights to light up boat jetty area	Harbour	Completed	Internal Staff and member - Norman Thank You
	8	Lay Rockery around light pole	Harbour	Completed	Internal / Member - Elbie Meiring Thank You
	9	Weld plastic “Black walk-on Jetty”	Harbour	Next Month	External Contractor
	10	Fill hollows in various places of lawn at picnic area with top soil	Harbour	In progress	Internal Staff
	11	Plant flowers at SL 1-10 pavement area and add water irrigation	Sandy Lane	Next Month	Internal Staff / Member - Elbie Meiring
	12	Install new irrigation at Turtle Creek gate to SL58	TC & Sandy L.	Completed	Internal Staff
	13	Plant flowers in new flower bed at Tobago greenbelt either side of steps	Tobago	Completed	Internal Staff / Member - Thanks Elbie Meiring
	14	Fertilize lawn at clubhouse, greenbelt and flower beds	Estate	Completed	Internal Staff
	15	Place weights in water to hold down Jetty	Harbour	In Progress	Internal Staff
	16	Install cupboards from ladies cloak room in labourers kitchen at boat yard	Boat yard	Completed	Internal Staff
	17	Fix and replace spare damaged pontoons in stores	Harbour	Next Month	Internal Staff
	18	Repair, coat and replace broken wooden planks on jetty	Harbour	Completed	Internal Staff
	19	Review boat washing procedures	Harbour	Completed	Internal Staff
	20	Clean up stream at No. 5 Tee Box	Golf Course	In Progress	Internal Staff
	21	Remove alien grass around greens	Golf Course	Complete	Internal Staff
	22	Prune trees and fertilize fairways	Golf Course	Complete	Internal Staff
	23a	Construct paving at No.9 Tee Box	Golf Course	Complete	Internal / Member - Elbie Meiring
	23b	Construct paving at No.2 Tee Box	Golf Course	In Progress	Internal Staff
	24	Repair Cement Strip in front of two offices at door entrance	Club House	In Progress	Internal Staff
	25	Replace gas cables in Restaurant Kitchen to meet OHSA requirements	Club House	Next Month	External Contractor
	26	Electricity Meters to be scrutinized – Special Project	Estate	In Progress	Internal Staff / Member - Janet Parker / Norman
	27	Extend irrigation system in front pond towards No.2 Sandy Lane	Golf Course	In Progress	Internal Staff

**NOTE:** Due to many of our workforce taking their annual leave this month (before the busy season) some tasks will be carried over to next month.

## QUARTERLY MAINTENANCE / PROJECT / ACTION SCHEDULE : Sept. to December 2010

DATE	No.	TASK IDENTIFIED	AREA	STATUS	BY WHOM (Internal Staff / External Contractor)
<b>DECEMBER 2010</b>	1	Repair 2x water circulation sprays at harbour	Harbour		External Contractor
	2	Install & mount 1x pole for 1 spot light & 3 lights to light up jet ski jetty area	Harbour		Internal Staff
	3	Research : Recycling of refuse	Estate		Internal Staff
	4	Repair and make anchor points at jetties	Harbour		Internal Staff
	5	Number each parking bay along fence of Boat Yard	Boat Yard		Internal Staff
	6	Audit, highlight and ensure all trailers have CBC stickers displayed	Boat Yard		Internal Staff
	7	Conceal /Bury cable exposed at SL19	Sandy Lane		Internal Staff
	8	Conceal /Bury cable exposed T63	Tobago		Internal Staff
	9	Audit, highlight and ensure all vessels have a CBC sticker displayed	Boat Yard		Internal Staff
	10	Repaint White/Yellow/Red poles on Golf Course	Golf Course		Internal Staff
	11	Remove grass around ponds / dams within golf course	Golf Course		Internal Staff
	12	Remove grass around sprinkler heads within golf course	Golf Course		Internal Staff
	13	Plant Palm Tree donated from Gordon Smilie	Security Ent.		Internal Staff – <b>Thank You Gordon Smilie</b>
	14	Plant Fever Tree donated from Janet King	Estate		Internal Staff – <b>Thank You Janette King</b>
	15	Weights to be put on pontoons especially jetty 49	Harbour		Internal Staff
	16	Organise a fishing competition to remove a lot more Barbell, then organise the correct plants in our pond within the golf course	Golf Course		Members - <b>Thank you Tommy &amp; Lynne Redmond for your generous donation</b>

***Members we appreciate your input!***

***Kindly inform the office staff if you identify anything that adds value and improves our estate - no matter how small the job is***