

MAINTENANCE

N.O.P.



*99 Titchfield Street
Kilmarnock KA1 1QY*

*Telephone (01563) 524014
Fax (01563) 572395*

*E-Mail: adminoffice@galleoncentre.com
Web: www.galleoncentre.com
Scottish Charity Number: SC 00 8314
Trust Established 1985*

**ADMINGEN13/NOP/ADMIN/MAINTENANCE
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1. **INTRODUCTION**

The Galleon Centres Maintenance Department consists of two Full Time Maintenance Assistants who work a two shift system to ensure cover is available for approximately eight hours each day from Monday through to Sunday.

The Maintenance N.O.P. will provide information on how to deal with some Maintenance issues but it does not replace the need for qualified and competent individuals to perform the role.

Also included within the Normal Operating Procedures will be the procedures to be adopted in the event of an emergency situation i.e. Emergency Action Plan.

2. **THE MAINTENANCE ASSISTANTS ROLE & HOURS OF WORK**

When on duty the Maintenance Assistant is responsible for any Maintenance issue which occurs anywhere in or around the Centre. An example of issues which may require the Maintenance Department to attend are as follows:-

- (i) Faulty Equipment – e.g. Hoovers, Buffers, Scrubbers, washing machine etc.
- (ii) Electrical problems – e.g. faulty sockets/switches, lights not working. Car Park barriers etc.
- (iii) Plumbing and Heating issues – e.g. Leaking/dripping taps, faulty radiators.
- (iv) Plant Room issues – e.g. Chemical pumps, Boilers etc.

In addition the Maintenance Assistants will be involved in the PPM Schedule which includes regular checking of all areas and ensuring records are kept.

As with any other member of staff, the Maintenance Assistant should always appear smartly dressed and in their uniform at all times. They should be approachable and always attempt to build good relations with staff and customers.

The Maintenance Assistants work rota is as follows:-

MAINTENANCE

WEEK 1	Sick	Holiday	Shift Chg	O/T	Upd Leave	lieu	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	8:00 AM 4:00 PM	8:00 AM 4:00 PM	8:00 AM 4:00 PM	8:00 AM 4:00 PM	8:00 AM 4:00 PM		
	8:00	8:00	8:00	8:00	8:00	0:00	0:00 40:00:00
	8:00 AM 4:00 PM	8:00 AM 4:00 PM	8:00 AM 4:00 PM	8:00 AM 4:00 PM	8:00 AM 4:00 PM		
	8:00	8:00	8:00	8:00	8:00	0:00	0:00 40:00:00
	12:00 PM 8:00 PM	12:00 PM 8:00 PM	12:00 PM 8:00 PM			8:00 AM 3:00 PM	8:00 AM 3:00 PM
	8:00	8:00	8:00	0:00	0:00	7:00	7:00 38:00:00
	12:00 PM 8:00 PM	9:20 AM 5:20 PM	12:00 PM 8:00 PM			8:00 AM 3:00 PM	8:00 AM 3:00 PM
	8:00	8:00	8:00	0:00	0:00	7:00	7:00 38:00:00
Rotad	0:00	0:00	0:00	0:00	0:00	0:00	0:00 0:00:00
0							
Actual	0:00	0:00	0:00	0:00	0:00	0:00	0:00 0:00:00

3. **REPAIR FORMS**

The Galleon Centre operates a Repair Form Process for fault reporting.

Whenever a fault occurs in any part of the building or on any item of equipment then a repairs form should be submitted by the person who discovers the fault. The repairs form will normally be handed to the Duty Manager (occasionally the form will be taken straight to the Maintenance Assistant) and he/she should take the necessary action.

The fault should be assessed immediately then the Maintenance Department should contact the appropriate contractors.

Upon repair the form should be completed by maintenance Department, the contractor and Duty Manager, then passed to Administration for filing.

4. (i) **CAR PARK BARRIER**

At the end of each night the Duty Manager will be responsible for raising both entrance and exit arms to the up position to reduce the opportunity for vandalism and the next morning at 6.30am the S.C.A. will be responsible for lowering the arms and resetting the spaces counter to 65 spaces. This is to ensure that when all 65 spaces in the Car Park are full the barrier will “lock out” until a customer leaves and a new space becomes available.

Enclosed with this memo is a step-by-step guide on how the barrier is operated to open for business and close at the end of the evening.

Start of Day

1. The S.C.A. should open up the coin mechanism box and set the S.A.C. (spaces available counter) to 70 to reflect the current capacity of our Car Park. At the same time any tokens that have not been emptied from the coin box should be collected.
2. The S.C.A. should then lower the entrance barrier to the closed position. They should do this by inserting the relevant key into the key switch on the front of the arm control and turn it anti-clockwise.

Please ensure that you are not standing in the path of the arm when activating it.

3. The S.C.A. should repeat the above steps for the exit arm before returning the keys to the safe in the Deputy General Manager’s office.

N.B. The 70 space capacity does not include the management parking bay when all managers are in on shift. The spaces counter should be amended i.e. if two managers are parked add the spaces back onto the S.A.C.

4. (i) CAR PARK BARRIER

End of Day

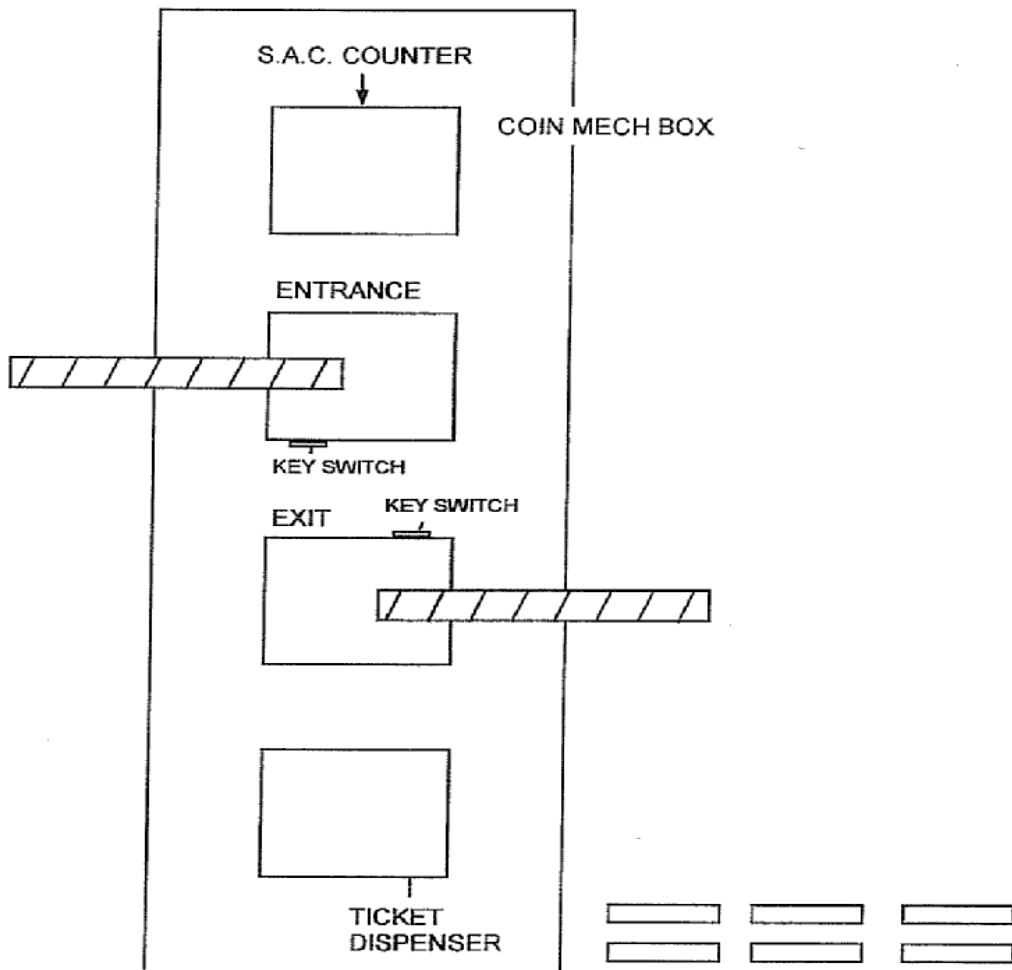
At the end of the evening the Duty Manager must ensure both arm barriers are raised into an upright position. This can be done by following steps 2 & 3 on section one except to raise the barrier, the key will this time be turned clockwise. When the arms are locked into a raised position the ticket dispenser will no longer issue tickets.

Problems

If anyone has problems gaining access the following steps should be followed.

1. Check if the Car Park is full or check if there are spaces, the total matches the S.A.C. counter, - the ticket will not issue if the S.A.C. is reading full.
2. If there is no problem with the S.A.C. there may be a ticket jam. Please follow the instructions on the dispenser N.O.P. contained in the dispenser unit to alleviate this. A member of the maintenance department should be contacted if the problem persists.

PLAN OF CAR PARK BARRIER



4. (ii) CHP UNIT

CHP unit is always on maintenance staff check on a daily basis to monitor flow rate and running hours (see appendices) In the event of the unit being off or a failure Ener-G should be contacted on 0161 7457450

**CHP UNIT
DAILY MONITORING SHEET**

DATE		TIME		
PWP		KWH		RUN HOURS
PWP		KWH		WTR IN
		KWH		WTR OUT

FLOW METER

FLOW RATE	
TOTAL GAS USED	

DATE		TIME		
PWP		KWH		RUN HOURS
PWP		KWH		WTR IN
		KWH		WTR OUT

FLOW METER

FLOW RATE	
TOTAL GAS USED	

DATE		TIME		
PWP		KWH		RUN HOURS
PWP		KWH		WTR IN
		KWH		WTR OUT

FLOW METER

FLOW RATE	
TOTAL GAS USED	

DATE		TIME		
PWP		KWH		RUN HOURS
PWP		KWH		WTR IN
		KWH		WTR OUT

FLOW METER

FLOW RATE	
TOTAL GAS USED	

4. (iv) Pressure Washer

To use pressure washer follow this step by step guide.

- STEP 1** Connect water pipe to back of pressure washer and to cold water tap.
- STEP 2** Plug in RCD plug to socket and press button at top of plug to set.
- STEP 3** Turn on water supply
- STEP 4** Switch on pressure washer. It will take a minute or two for water supply to come out of nozzle at the right pressure.
- STEP 5** If for any reason you have to do something **DO NOT** go away and leave the pressure washer running as it can cause damage to the motor. Always switch off electricity and water supply when not in use.
- STEP 6** Please ensure that the pressure washer gun and plug are not dropped on ground as it has been repaired on a number of occasions.

4. (v) HOOVER

The hoovers in use at the Galleon Centre are Sebo Automatic x4's. These are supplied by JH Donald, we have 5 hoovers on site these can be located in the following areas:

- (i) Reception
- (ii) Creche
- (iii) Excells
- (iv) Cordwainer Bar
- (v) Pool Staff Room

To use the hoover:

- (i) Ensure flex is fully unwound and is checked for any damage before plugging into socket
- (ii) Plug into socket and switch socket on
- (iii) Switch hoover on using rocker switch on handle
- (iv) Use hoovers tilt mechanism (located at back of base) to move hoover
- (v) Ensure when hovering not to solid objects or flex
- (vi) If hoover is not picking up, check bag, this should be illuminated on the bag led bar at front of hoover
- (vii) Any other maintenance issues should be referred to maintenance

4. (vi) STEAM CLEANER

To use Steam Cleaner follow this step by step guide:-

- STEP 1** Fill Water Tank by pressing down and then unscrewing Black Dial on top of Steam Cleaner. There is a Float Gauge at front to tell you when full.
- STEP 2** Connect Flexible Hose for Lance into front right corner. It will lock into

place when fitted. Next connect rest of sections of Lance and push the bottom across to ON position to lock.

- STEP 3** Choose which Head Cleaner appropriate to cleaning job you are doing. Connect same way as other attachments.
- STEP 4** Switch both buttons at right hand side. They will both light up when on.
- STEP 5** Once it has been switched on it will take about 10 minutes to heat water up. After this time press the "ON" switch on handle to see if the steam comes out of end. If so it is ready for use. If not it has not warmed up enough. Leave for a couple more minutes.
- STEP 6** When using on area hold it on area for 5/10 seconds to allow steam to penetrate area working on.
- STEP 7** When water has been used up in machine it will have to be left to cool down as it is fitted with a Pressure Release Valve.
- STEP 8** Repeat Steps 1, 4 and 5 when using again.

4. (vii) WASHING MACHINE/TUMBLE DRYER

The washing machine in use is a ISE W1607W which was supplied by JH Donalds. It is located in the laundry room.

To use on its standard setting:

- i) Turn on at plug
- ii) Press the on button on the left side of the control panel area
- iii) Select the type of wash using the control knob. This is normally set to heavy
- iv) Select the wash temp by pressing the temp button which will cycle through the range of temperatures
- v) Load machine with laundry checking for sharp objects
- vi) Add 1 scoop of brilliant bio to laundry in the drum
- vii) Close door and press start button

The Tumble Dryer in use is a Zanussi TC7103W supplied by JH Donalds

To use on a standard setting

- i) Load with damp or wet clothing checking they are suitable for tumble drying
- ii) Switch on at plug
- iii) Turn large timer knob to desired drying time
- iv) Close door
- v) Press start

4. (viii) SHOWER FILTER CLEANING

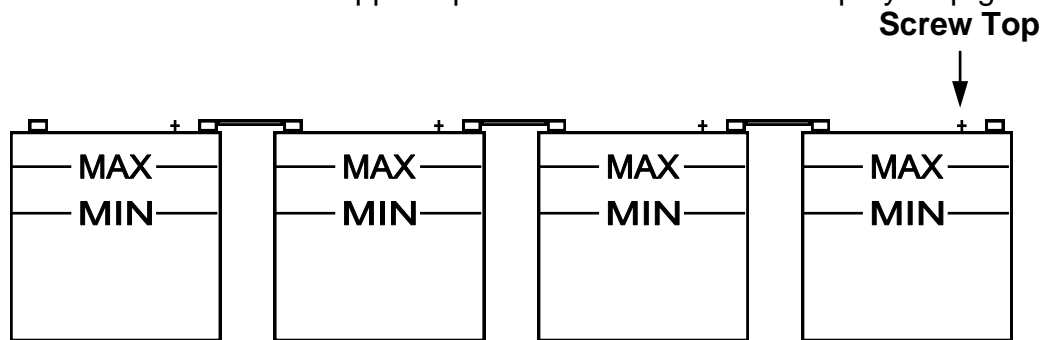
Before Starting ensure both valves located above shower head are locked off using flat screwdriver. Also lightly mark shower controller to ensure it all lines up on reinstallation.

- STEP 1** Remove centre control marked MIRA by easing off with flat screw driver.
- STEP 2** Remove hot/cold temperature indicator by easing off with flat screwdriver.
- STEP 3** Remove water pressure control dial by easing in the 3 black clips in centre.
- STEP 4** Remove outer rung by easing in the 2 black clips.
- STEP 5** Take out four screws and ease out central block.
Hot water Left Filter
Cold Water Right Filter
- STEP 6** Ease out filters with flat screwdriver and rinse under hot tap to clean. If debris is too thick then the filter should be replaced. (Hot water – left filter, Cold water - right filter).
- STEP 7** Reverse procedure to re-install.

4. (ix) EMERGENCY BACK UP BATTERIES

The emergency back up batteries are situated in the Games Hall Store at the far right hand side. There is a total of 55 batteries which are all linked together to supply enough power to our emergency lights for 2 hours if we ever have a power failure.

There is a P.P.M programme in place where they are checked on a monthly basis to ensure the level in the batteries is between the max/min levels. If for any reason it is below the min level it must be topped up. To do this follow this step by step guide.



- STEP 1** Water from the De-hums in the Ice Rink must be used to fill up batteries to level.
- STEP 2** Unscrew plastic screw situated on top of battery. (see diagram)
- STEP 3** Pour distilled water into hole after removing screw top until it reaches level.
- STEP 4** Replace plastic screw onto battery and continue same process with all batteries.

At present we have 3 filters situated in the plant room and are backwashed on Tuesday's and Saturday alternating filters. To do a backwash the following procedure should be followed.

Check which filter is due to be backwashed on sheet, go to filter and follow this step by step guide.

BACKWASHING

OPENING & CLOSING VALVES SHOULD TAKE BETWEEN 3 AND 5 SECONDS

1. Close valve number 1 and valve number 4 (ideally both valves should be closed at the same time. If this cannot be done then close valve number 1 first).
2. Open valve number 2 and valve number 3. (ideally both valves should be opened at the same time. If this cannot be done then open valve number 3 first).
3. The Backwash is now in process. It should normally take around 10 minutes to ensure the water in the sight glass is running clear but this will depend on the frequency of backwashes and the bathing load in the pool. The pressure gauges will read zero during the backwash.
4. When the water in the sight glass is running clear, close valve number 2 then valve number 3.
5. Prior to putting the filter back on line it will be rinsed to ensure that any particles which have been disturbed during the Backwash but not removed, are now flushed down the drain.

RINSING

1. Open valve number 5
2. Open valve number 1
3. The rinse is now in process and will take around 30 seconds to complete. View the water in the sight glass until it is clear.
4. Close valve number 1
5. Close valve number 5
6. Open valve number 1 and valve number 4. (ideally both valves should be opened at the same time. If this cannot be done then open each valve about 2-3 inches at a time starting with valve number 1).

Please ensure valves are always opened and closed slowly to avoid hydraulic shock (e.g. pipes rattling).

5. (i) PLANT ROOM BACKWASHING

The pressure on the gauges should be quite close together although they will never be exactly the same. The closer together the pressure readings indicates the cleaner the filter.

Should there be any problems experienced with any filter at any time e.g. leaks, then it

should be isolated by closing valve number 1 and valve number 4. (Both at the same time or valve number 1 first). Then contact Alba Pools.

5. (ii) RECALIBRATION OF STRANCO

To recalibrate PH or free chlorine follow this step by step guide.

STEP 1 Press and hold the stranco key at the top left hand side of controller for about 3 seconds. The display will read “CHANGE SETTINGS?” Press key again and the display will read “ACCESS PERMITTED”.

STEP 2 If you want to adjust “PPM CONTROL” press the PPM key button and the display will show “PPM CONTROL”. To do PH press PH and the display will show “PH FEED DOWN”.

To calibrate setting press the CAL key button this will allow you to adjust the point up or down.

To adjust the point press the \triangle ∇ keys to the right of display to bring cal point to either up or down. Use the reading from the most recent reading after pool test completed twice to ensure accuracy.

Once reading has been set to correct CAL point press the stranco key symbol at the top left hand side of controller this will bring unit back to normal reading and will automatically control pumps and chemical levels.

To change Set Point

After step 1 & 2 press the set point button. This will allow you to adjust the set point up or down using the \triangle ∇ keys to the right of the display.

Once reading has been set to correct set point press the stranco key symbol at the top left hand side of the controller this will bring unit back to normal reading and will automatically control pumps and chemical levels.

To control test points manually or automatically.

After steps 1 & 2 press the HRR key button and the display will show HRR—Auto. Press the key again to change to manual.

NOTE:- This should be kept at automatic where possible.

5. (iii) STRAINER BASKET

This procedure is carried out on average 2-3 times per day by a Duty Manager/Senior Centre Attendant. On completion they must sign the backwash/strainer PPM record to indicate that the Strainer Basket has been changed.

Please see step by step guide on how to carry out strainer basket change.

STEP 1 Clean spare strainer basket with a wire brush to remove hair etc. before changing with basket in system.

- STEP 2** Close pump valves 14 or 15 at suction side of pumps depending on pump 1 or 2 respectively.
- STEP 3** Switch off pump at the power master.
- STEP 4** Close Strainer Basket valve situated at right hand side of Strainer Basket box. (Valve 9)
- STEP 5** Unscrew lid on top of the Strainer Basket box, remove pin that holds cross bar in place and lift lid up to reveal Strainer Basket.
- STEP 6** Remove Strainer Basket and replace with spare basket that had been cleaned.
- Once all of the above has been completed the following procedure should be followed to put system back on line.
- STEP 7** Close Strainer Basket lid and fit pin back into hole that holds cross bar in place.
- Screw lid back down until it is securely fixed.
- STEP 8** Open Strainer Basket valve on right hand side on Strainer Box. (Valve 9)
- STEP 9** Switch start Auto to turn powermaster back on.
- STEP 10** Open valve at suction side of operational pump.
- STEP 11** Sign appropriate form to record when strainer basket change was done.

5. (iv) POOL PLANT START UP

If for any reason the Pool Plant loses its circulation the following procedure should be followed.

The following is a step by step guide.

- STEP 1** Switch operates pumps off on power master at panel next to double doors to poolside.
- STEP 2** Close pump valve (blue in colour) No 14 or 15 above both pool pump depending on which pump is operating.
- STEP 3** Close strainer box main flow valve No 9 next to strainer box.
- STEP 4** Close main pool suction valve number 10 and small pool suction valve number 11.
- STEP 5** Close all skimmer basket valves number 28(4) red in colour.
- STEP 6** Close flow valve to heat recovery system on top of header tank valve

number 32.

STEP 7 Close return valve to heat recovery system valve number 33.

STEP 8 Close heat exchanger valves number 15 and number 13 then close main pool return valve number 14.

All valves close with valve handles across pipe work. The system is now ready to start filling back up, to do this use the yellow hose from the strainer baskets. One connects to header tank above Pump 2 other will fill basket.

Fill system back up, may take up to 30 to 40 minutes long.

Open up the strainer basket and the strainer box main flow valve, NO.9. Put the hose into the strainer basket and allow the pipes to fill up. Turn the make up tank on. Once this has been completed we are now ready to start system back up.

Steps 1-4 should be done as quickly as possible once the strainer basket lid is secured back down. They can be carried out in any order comfortable for the operator.

STEP 1 Open strainer box main flow valve, only open by $\frac{1}{8}$.

STEP 2 Partially open pump valve (blue in colour)

STEP 3 Switch on pump at panel next to door and power master.

STEP 4 Open small pool suction valve fully then main pool suction valve.

STEP 5 Open pump valve fully (this must be done slowly).

Once these steps have been carried out go over to filter number 1 and carry out the following.

STEP 1 Open drain valve number 3, $\frac{1}{4}$ open. You should start to see water going through the sight glass, to start with there will only be a little bit of water coming through, but after about a minute water should flow through faster and heavier. Open drain valve number 3 to half way, if you have a full flow through site glass then water is circulating through system.

STEP 2 Close drain valve number 3 on filter 1.

STEP 3 Go over to heat exchangers and open valve 15 firstly then valve 13 and then open main pool return valve 2/3 notches.

STEP 4 Open return valve number 33 to heat recovery system.

STEP 5 Open flow valve number 32 to ice plant heat exchanger.

The system is now back on line, there will be a lot of air coming out of small pool vents and main pool vents, this is normal and will last for about 5 minutes until plant settles down.

After this time open stranco unit valves, switch off water supply to yellow hose used to fill header tank and close valve on pipe. Keep an eye on system for the next hour or so to check

everything is okay with system.

5. (v) AIR LOCK IN CHEMICAL PUMPS

If for any reason the chemical level in the H.T.H tank drops below filter level when still pumping it will cause an air lock in pumps.

To resolve this problem:

1. Put on protective clothing which consists of:
 - 1 pair of gloves
 - 1 pair of Wellingtons
 - Protective jacket & trousers
 - 1 pair goggles
2. Fill tank back up to level
3. Switch off pumps at socket
4. Undo nut on top of pump that holds pipe
5. Remove pipe from pump
6. Once this has been completed switch pumps back on at socket
7. The pumps will start up, stand away from pumps
8. On about the 3rd or 4th time of pumping the air lock should clear, you will be able to tell as H.T.H will shoot out of nozzle.
9. Once this has happened switch off pumps
10. Reconnect hose to nozzle and tighten nut back on to hold hose in place
11. Switch pump back on at socket

6. LEGIONELLA CHECKS

Dip Slide Tests for Tower

DIP Slide Tests will be carried out on a weekly basis to find out if there is any bacteria in our tower.

To carry out the above test the following procedures must be followed.

- STEP 1** Take a test tube with Dip Slide sample up to the cooling tower on the roof.
- STEP 2** Turn off isolator valve at side of tower before removing rubber pipe.
- STEP 3** Remove Dip slide from test tube, turn isolator valve back on.

- STEP 4** Put Dip Slide under the running water for 5 seconds on each side, put back into the test tube and replace lid.
- STEP 5** Isolate valve again before replacing rubber hose and tighten jubilee clip back up.
- STEP 6** Take sample back down to the Maintenance Office and put into incubator in an upright position.

The temperature of the incubator will be set at about 30°C and sample should remain in incubator for 48 hours. Once this time has elapsed, remove test tube from incubator. Take out test slide from tube and compare it against chart. (See diagram)

Test Results

The test result that we would be looking for is from 10^3 to 10^4 any higher than this, then we should contact,

Ian Black from Rodol - 07005 332 773

And inform him that the test result has shown a high bacteria count and if possible give him bacteria count from diagram. If it is off scale then there would be a serious problem.

Once the test has been completed it should be logged on appropriate sheet with test result.

Disposal of Used Slide

To dispose of slide it must be put into a solution of Calcium Hypochlorite and left overnight. In doing this it will destroy any bacterial cultures on the slide. It can then be discarded into a bin on completion.

Storage of Test Tubes

All unopened test tubes should be stored at room temperature and protected from light and draughts. If when any slides are taken out of the box and have any growth on them they should be destroyed in the same way as previous note and a fresh test tube used.

Instructions for use

1. Unscrew the tube and withdraw the slide without touching the agar surfaces.
2. a) Dip the slide into a fluid tank, or
b) Wet the slide by spraying or under a running stream of the fluid, or
c) Mix the sample in a container and dip the slide into it.

Both agar surfaces should be completely wet,

3. Allow excess fluid to drain off the slide. Blot the lower edge of the slide on clean absorbent paper.
4. Screw the slide tightly back into the tube.
5. Fill in the label and affix it to the tube.
6. Place the tube upright in an incubator at a temperature of 27°-30°C.
7. After 24-48 hour incubation, remove the slide from the tube. Compare the

density of the colonies growing on the medium with the model density chart without counting the colonies. If the incubation takes place at room temperature, the results can be read after 2-4 days respectively. If the normal temperature of the fluid tested substantially differs from the incubation temperature stated above, this may result in a slow bacterial growth during incubation. An incubation for five days is then recommended.

Dilution of sample

If the bacterial content of the sample exceeds 10^7 per ml, it should be diluted in order to obtain accurate results. For dilution, put 100 or 1000 ml of tap water into a clean, well rinsed and dried bottle with a cap. Before filling the bottle let the water run for 5 min or boil it for 15 min and then cool. Using a clean (discardable) pipette, add 1 ml of the sample, close the bottle and mix thoroughly by shaking (about 30 times). Dip the slide in this dilution and proceed as described in I-8.

Water used for dilution should not contain more than 100 bacteria per ml. Make checks at regular intervals with Easicult TTC.

The dilution factor shall be observed in the evaluation. For example, if the sample added to 100 ml water reveals, subsequent to incubation, 10^6 bacteria, the actual result is 10^8 bacteria/ml.

Interpretation of results

Nearly all aerobic bacteria grow on the TTC-slide. Fungi and yeast may also grow slowly.

Most bacteria give rise to red colonies. The bacterial count/ml of the sample is determined by comparing the density of the colonies appearing on the slide with the densities shown on the model chart. If there are also colourless colonies present these should also be taken into account when estimating the density of growth. In cases where large colonies occur, it should be remembered that it is the quantity of the colonies which is important and not their size.

If the bacterial content is very high (over 10ml) there is a confluent growth of bacteria. This may appear as a uniformly red surface. Very rarely there may be a totally colourless growth. There is a possibility that this kind of growth is misinterpreted as a poor or a negative result and it is advisable in doubtful cases to compare the incubated slide with an unused one.

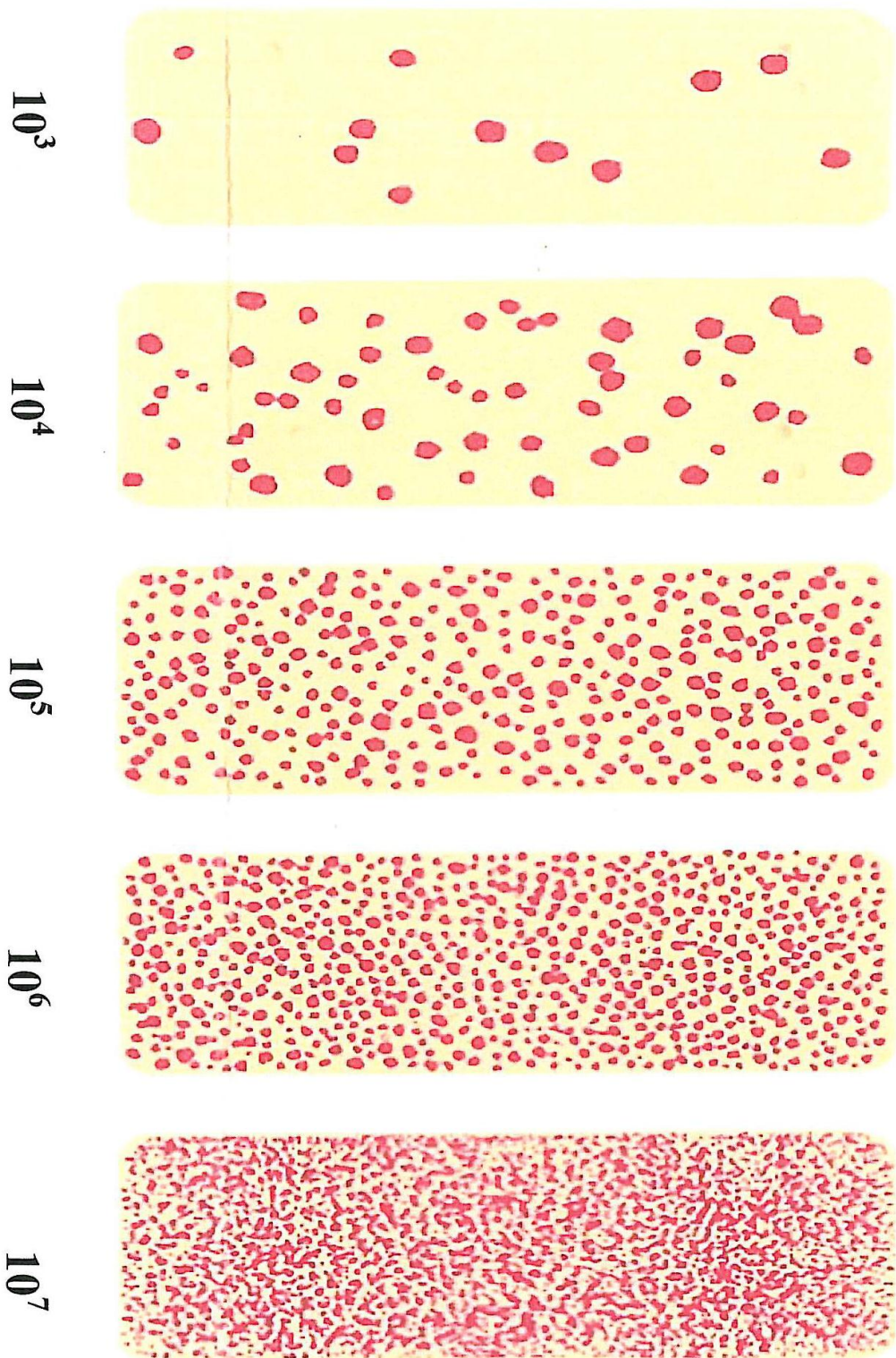
It is not possible to give any universally valid limits which would justify the use of preserving agents. These must be determined by experience. The following general guidelines may be used:

Bacterial Count	10^4			Slight Infection
	10^5	to	10^6	Moderate Infection
	10^6			Heavy infection

Disposal of used slides

As the incubated slides are bacterial cultures, they should be handled carefully. Disposal of used slides can best be achieved by burning them, by immersing both slide and container in a disinfectant overnight or by autoclaving them after loosening the caps (a pressure cooker can be used for this).

Unopened Easicult tubes should be stored at room temperature (about +20°C/68°F) protected from light and draught. The expiry date is marked on the box. Easicult slides must not be frozen. Slides showing bacteria growth though unopened are unusable.



SP/LE/D/P/DIAGRAMME
05.12.02

7. PAT TESTING

All portable appliance equipment is checked on an annual basis in accordance with PAT testing regulations.

At the Galleon Centre we use the Safety PAT plus unit to carry out our tests, this is supplied by Test Instrument Solutions. It is a hand held unit, battery powered and suitable for carrying out electrical safety tests.

Equipment is broken into 2 classes:

Class 1 is metal frame and requires an earthing point
Class 2 is plastic encased and has the square symbol



To use the handheld unit follow:

- Step 1 When testing class 1 equipment, find earth point
- Step 2 Attach cable for earthing point to desired location
- Step 3 Hold in position and press button (A)
- Step 4 Take reading, which includes the earth bond and insulation score

The machine will display readings with a tick for pass or a cross for fail, upon completing the readings the final reading will pass/fail.

- Step 5 if equipment fails it should be taken out of service, a manager informed and equipment should be repaired or replaced.

When testing class 2 equipment:

- Step 1 No earth point is required so plug equipment into tester and press button (B)
- Step 2 Insulation result with pass or fail is displayed on unit

All readings can be found on the Y Drive of our computers under the PAT folder.

8. SHOWER HEADS - QUARTERLY CLEANING/DISINFECTION

SHOWER HEADS - QUARTERLY CLEANING/DISINFECTION

Shower heads must be removed on a quarterly basis and steeped in HTH for at least 1 hour.
Dilution ratio 50ppm (½ litre per 1000 litres)

MONTH	AREA	ACTUAL DATE	SIGNATURE
January	Male Squash Change		
	Female Squash Change		
February	Male Dry Change		
	Female Dry Change		
	Male Ice Rink		
	Female Ice Rink		
March	Male Wet Change		
	Female Wet change		
April	Male Squash Change		
	Female Squash Change		
May	Male Dry Change		
	Female Dry Change		
	Male Ice Rink		
	Female Ice Rink		
June	Male Wet Change		
	Female Wet change		
July	Male Squash Change		
	Female Squash Change		
August	Male Dry Change		
	Female Dry Change		
	Male Ice Rink		
	Female Ice Rink		
September	Male Wet Change		
	Female Wet change		
October	Male Squash Change		
	Female Squash Change		
November	Male Dry Change		
	Female Dry Change		
	Male Ice Rink		
	Female Ice Rink		
December	Male Wet Change		
	Female Wet change		

NOTES:

9. EXTERNAL WATER SUPPLIES

EXTERNAL WATER SUPPLIES N.O.P

The following information details where the external water supplies are sourced and what action should be taken when using them.

There are 2 external taps located at the following areas.

- i. Rear entrance door to Cordwainer Bar store. This supply is taken from the supply feeding the sink in the store. **The external supply valve is located just inside the store doors.**
- ii. Fire exit doors from squash court corridor to car park. This supply is taken from the supply feeding the administration toilets. **The external supply valve is located above the ceiling tiles in the corridor from the fire exit to reception. (third ceiling tile in from fire exit)**

All pipes should be lagged from source to the inner part of the external wall.

The external valves on all of the above supplies must be turned to the closed position when not in use.

As soon as any work being done is completed, the valve should be closed and the external tap turned on. This will drain all water in the pipe ensuring no bursts occur during freezing conditions and also ensuring that no one can switch the tap on and leave the water running for a long period of time. A proper cover should also be put in place over the tap when not in use.

A full risk assessment will be compiled to inform everyone of the precautions to take before using hoses and pressure washers in external areas.

10. RARELY USED WATER OUTLETS

RARELY USED WATER OUTLETS

The following outlets, due to the limited use they receive should be flushed through for 2-3 minutes on a weekly basis. This will help prevent water stagnation and the formation of deadlegs.

AREA	SIGNATURE
(FIRST FLOOR)	
FUNCTION ROOM	
KITCHEN	
BONSPIEL TOILETS MALE, FEMALE, DISABLED	
BONSPIEL BAR AND STORE	
(GROUND FLOOR)	
EXTERNAL TAP AT SQUASH COURT FIRE EXIT	
FIRST AID ROOM	
EXTERNAL TAP AT CORDWAINER CELLAR	
FEMALE DRY CHANGE SHOWERS	
BEAUTY ROOM AT SAUNA	
SPORTS CLINIC	

NAME:	DATE:
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11. WATER OUTLETS MONTHLY CHECKS

WATER OUTLETS MONTHLY CHECKS			
Hot water should reach a minimum temperature of 50°C within one minute. Cold water should reach 20°C or less within two minutes. Please record temperatures accurately.			
Outlets nearest and furthest from the Cold Water Storage Tank and nearest and furthest from the boiler should be recorded monthly. Approximately 10% of the remaining outlets should also be checked each month ensuring all outlets are checked and recorded at least once each year.			
These areas must be checked and recorded monthly			
DATE	AREA	HOT WATER TEMPERATURE °C	COLD WATER TEMPERATURE °C
	MALE TOILETS (Nearest Boiler)		
	BONSPIEL BAR (Furthest from Boiler)		
	KITCHEN (Nearest Tank)		
	LAUNDRY ROOM (Furthest from Tank)		
One of these areas must be checked and recorded monthly			
DATE	AREA	HOT WATER TEMPERATURE °C	COLD WATER TEMPERATURE °C
	MALE ADMIN		
	FEMALE ADMIN		
	EXTERNAL TAP AT SQUASH COURT FIRE EXIT		
	LAUNDRY ROOM (Furthest from Tank)		
	ADMIN OFFICE		
DATE	AREA	HOT WATER TEMPERATURE °C	COLD WATER TEMPERATURE °C
	MALE WET CHANGE		
	FEMALE WET CHANGE		
	POOLSIDE STAFF ROOM		
DATE	AREA	HOT WATER TEMPERATURE °C	COLD WATER TEMPERATURE °C
	FIRST AID ROOM		
	CRECHE		
	DISABLED TOILET		
DATE	AREA	HOT WATER TEMPERATURE °C	COLD WATER TEMPERATURE °C
	MALE ICE RINK		
	FEMALE ICE RINK		
	ICE PIT		
	ZAMBONI FILL		
	PLANT ROOM		
DATE	AREA	HOT WATER TEMPERATURE °C	COLD WATER TEMPERATURE °C
	CORDWAINER BAR & KITCHEN		
	CORWAINER STORE/CELLAR		
	EXTERNAL TAP OUTSIDE STORE		

DATE	AREA	HOT WATER TEMPERATURE °C	COLD WATER TEMPERATURE °C
	MALE TOILETS ACROSS FROM SAUNA		
	FEMALE TOILETS ACROSS FROM SAUNA		
	SAUNA		
	LAUNDRY ROOM (Furthest from Tank)		
	ADMIN OFFICE		
DATE	AREA	HOT WATER TEMPERATURE °C	COLD WATER TEMPERATURE °C
	BONSPIEL BAR		
	MALE BONSPIEL TOILETS		
	FEMALE BONSPIEL TOILETS		
	DISABLED BONSPIEL TOILETS		
DATE	AREA	HOT WATER TEMPERATURE °C	COLD WATER TEMPERATURE °C
	MALE SQUASH CHANGE		
	FEMALE SQUASH CHNGE		
	FUNCTION ROOM		
Signed		Date:	
NOTES:			

FIRST AID PROTOCOL

FIRST AIDER

- Holds a current First Aid Certificate issued by an organisation who's training is Health and Safety Executive approved
Employed by the Galleon Centre.

APPOINTED TEAM MEMBERS

- Holds current First Aid Certificate or Pool Lifeguard Qualification or Spinal Injury Certificate. Employed by the Galleon Centre.

AIMS AND PRIORITIES

- To preserve life.
- To prevent the casualties condition from worsening.
- To promote recovery.

RESPONSIBILITIES

- A **DUTY** to respond to an emergency while acting as a first aider.
- Using **SKILLS** that require professional training and updating.
- Ensuring **SAFETY** to yourself, the casualty and bystanders.
- Providing **EMERGENCY CARE** for the casualty.
- Summoning the **EMERGENCY SERVICES** when necessary.
- Involvement in organising and updating **EMERGENCY ACTION PLAN**.
- Keeping **RECORDS** and **REPORTS**.
- **MAINTAINING** and **RESTOCKING** first aid kits

In the event of a Code 1 Alert response, the senior manager on duty should ensure that from all staff to attend, we have a sufficient support team to deal with the incident, the rest of the staff should then be instructed to return to their normal duties.