

# Keller Golf Course

## Clubhouse & Pro Shop Maintenance Responsibilities

For Clubhouse Operator\* and Golf Pro\*\*

<u>Location</u>	<u>Equipment</u>	<u>Resp.</u>	<u>Notes</u>
All	Maintenance & repair of plumbing fixtures	County	Toilets, sinks, drinking fountains, etc - except if caused by Operator/Golf Pro
All	Maintenance & repair of plumbing equipment	County	Water heaters, air compressor, etc - except if caused by Operator/Golf Pro
All	Repair of electrical system	County	Except if caused by Operator/Golf Pro
Clubhouse - Kitchen	Maintenance of gas supply line up to shut-off	County	
Clubhouse - Kitchen	Maintenance of gas supply lines from shut-off to appliances	Clubhouse Operator	
Clubhouse - Kitchen	Maintenance of electrical connections from panel to appliances	Clubhouse Operator	
Clubhouse - Kitchen	Cleaning/grease removal of hoods, fans, ducts	Clubhouse Operator	
All	Painting and touch-up of walls	County	
Clubhouse	Regular cleaning of walls, display cases, public areas, bathrooms	Clubhouse Operator	Including supply of cleaning materials
Pro Shop	Regular cleaning of walls, display cases, public areas, bathrooms	Golf Pro	Including supply of cleaning materials
All	Replacement of doors/hardware per CCAMP schedule or mechanical failure	County	
Clubhouse	Repair of doors/hardware due to damage	Clubhouse Operator	
Pro Shop	Repair of doors/hardware due to damage	Golf Pro	
All	Repairs to HVAC system	County	

Location	Equipment	Resp.	Notes
All	Flooring replacement per CCAMP schedule	County	
Clubhouse	Flooring repairs due to damage	Clubhouse Operator	
Pro Shop	Flooring repairs due to damage	Golf Pro	
Clubhouse	Regular carpet/floor cleaning	Clubhouse Operator	
Pro Shop	Regular carpet/floor cleaning	Golf Pro	
Clubhouse	Repairs to walls/ceilings due to damage	Clubhouse Operator	
Pro Shop	Repairs to walls/ceilings due to damage	Golf Pro	
Clubhouse - Kitchen	Maintenance of exhaust hoods/fans/ducts/flues	County	
Clubhouse - Kitchen	6 month certification of exhaust hood fire protection system	County	
All	Security system maintenance/repair	County	Per Mar Security (includes fire alarm) - except if caused by Operator/Golf Pro
All	Camera system maintenance/repair	County	Convergent - except if caused by Operator/Golf Pro
All	Repair and maintenance of elevator	County	
Roof	Maintenance of rooftop HVAC units	County	
Clubhouse - Kitchen	Maintenance of kitchen appliances	Clubhouse Operator	
Clubhouse	Furnish/maintain/replacement of operator provided bar/concession appliances and connections	Clubhouse Operator	
All	Maintenance of fire sprinkler system	County	Yearly inspection

<b>Location</b>	<b>Equipment</b>	<b>Resp.</b>	<b>Notes</b>
Clubhouse	AED maintenance - batteries/testing	Clubhouse Operator	Replace batteries as needed; testing every 6 months
All	Fire extinguisher certification	County	Yearly inspection
All	Maintenance of landscaping around buildings	County	
Clubhouse - Basement	Maintenance of walk-in coolers/compressors	Clubhouse Operator	
Clubhouse - Kitchen	Maintenance of kitchen light fixtures	Clubhouse Operator	
All	Maintenance/replacement of LED light fixtures	County	
Clubhouse	Light bulb replacement of standard, interior bulbs	Clubhouse Operator	
Pro Shop	Light bulb replacement of standard, interior bulbs	Golf Pro	
Clubhouse - Kitchen	Maintenance of makeup air system (filters)	County	
Clubhouse - Kitchen	Grease trap maintenance/servicing	Clubhouse Operator	
All	Roof leak repairs	County	Except if caused by Operator/Golf Pro
All	Irrigation system maintenance and repairs, including well and pump periodic maintenance and seasonal winterization	County	
All	Irrigation system replacement per CCAMP schedule	County	
All	Roofing/siding/window replacements per CCAMP schedule	County	
All	Plowing/salting/sanding/winter maintenance	County	

<b>Location</b>	<b>Equipment</b>	<b>Resp.</b>	<b>Notes</b>
All	Pavement replacement, including parking lot striping per CCAMP schedule	County	
All	Cart path repairs and replacement per CCAMP schedule	County	
All	Golf course maintenance	County	Tee boxes, greens, bunkers, fairways, range, etc
All	Parking lot light repairs and replacement	County	
All	Course signage including tee signs	County	
Clubhouse	Furnish/maintain/repair of operator-provided internet/phone/technologies	Operator	
Pro Shop	Furnish/maintain/repair of golf pro provided internet/phone/technologies	Golf Pro	
All	Repair and CCAMP replacement of entrance sign and gates	County	Except if caused by Operator/Golf Pro
Pro Shop	Fueling and cleaning of golf carts	Golf Pro	
Pro Shop	Maintenance and repair of golf carts	County	Except if caused by Operator/Golf Pro

\*Clubhouse Operator/Operator = Keller Clubhouse management company

\*\*Golf Pro = Keller Golf Pro Shop operator