**MTC FACILITY MAINTENANCE WALKTHROUGH**

**Thursday October 15, 2020**

**A facility maintenance walkthrough was conducted. Present on the walkthrough: Jeff Birkenseer Director, Marty Marks House and Grounds, chris Horne GM, William Re and Filemon Valverde.**

**The following list was identified for items that need immediate attention for remedy or repair:**

**TENNIS OFFICE:**

* **Install curtain for the window (completed)**
* **Paint interior**
* **Replace flooring**
* **Repair external wood siding and stain**

**WALKWAY BEHIND COURTS 11 & 12/BALL MACHINE SHED**

* **Add bark/ground cover to the planter boxes**
* **Repair and paint header boards**
* **Repair Ball machine closet door and paint door.**

**POOL BUILDING AND SURROUNDING AREA**

* **Repair wood on corner of building (completed)**
* **Stain building**
* **Fill in flowers in planter box behind court 10**

**BACK AREA OF CAFÉ**

* **Remove all items that are stored along the wall adjacent to court 1. (completed)**
* **Fix doors entering the back of the café area (completed)**
* **Paint or stain all storage room doors**
* **Paint outside wall to the women’s hot area**

**MAINTENANCE WORKSHOP AREA**

* **Paint doors entering the maintenance workshop**
* **Move all court rollers and squeegees to storage so they are not visible**
* **Remove and dispose of all junk and clutter outside of the maintenance workshop.**
* **Continue to organize the maintenance workshop**

**GENERAL EXTERIOR/INTERIOR MAINTENANCE**

* **Remove spider webs on court fences and exterior of the clubhouse**
* **Replace planter box header board along the court 2 walkway (in progress)**
* **Spot paint tennis court poles specifically courts 8,9,5, and 6**
* **Remove/spray weeds in the walkways and planter boxes throughout the club.**
* **Clean exterior and exterior windows in the clubhouse.**

**LOCKER ROOMS**

* **Stain exterior area around the spas**
* **Remove divider board in men’s vanity area**
* **Replace flooring in the saunas (mats)**
* **Clean and caulk showers.**

**IDENTIFIED STAIRWAYS TO ADD HANDRAILS**

* **Small Steps leading up to locker room from court #2 pathway**
* **Steps on court #2 pathway leading up to court #4**
* **Double railing for steps leading off the front patio down to court #2 pathway.**