

# Golf clubhouse maintenance

*(continued on next page)*

Golf course operators should take steps to ensure that areas of the premises accessible to customers and other non-employees are reasonably safe. Here are some general guidelines for maintaining club house areas. Use the club house inspection checklist to assist in maintaining the items that change from day to day.

## Life safety

The clubhouse should have a sufficient number of exits in case evacuation is necessary. All exits should be clearly visible or the route to the exit clearly indicated, and the exit access and exits themselves should be marked and lighted as required by local code. All exits should be free and unobstructed. Exit doors should be arranged to open readily when the building is occupied.

The operator should consult with the fire marshal or local authority having jurisdiction and establish a maximum occupancy load for the clubhouse. The operator should ensure that this loading is not exceeded.

The facility should meet applicable code requirements for the installation and maintenance of building services. The sufficiency of these systems should be reevaluated if any major new equipment is installed or renovations are performed. Combustible waste materials, such as empty boxes, should be stored away from sources of ignition and discarded on a regular basis.

Fire alarms, fixed automatic fire extinguishing systems, and fire extinguishers should be provided, as required by the local authority having jurisdiction. This equipment should be installed and inspected on a regular basis, and maintained by an authorized service company. All employees should be trained periodically in using the extinguishers.

## Walking surfaces

All walking surfaces should be stable and slip-resistant. Surfaces should be free from protruding

nails, splinters, holes, loose boards, excessively worn tiles, or other hazardous conditions. Differences in floor texture should be clearly marked. Walking surfaces should be maintained, clean, dry, and orderly.

Floors should be regularly cleaned and mopped. If mopping is done during customer hours, a brightly colored "wet floor" sign should be placed in full view, so customers know to be careful when walking.

## Changes of level

All changes of level (e.g. ramps or stairs) should be well-lit, clearly marked, and free of obstructions. Stairs that may become wet or slippery should be equipped with slip-resistant surfaces. Handrails should be firmly fastened to walls and steps. The top rail should be smooth to prevent injuries to hands.

Ramps should be provided with slip-resistant surfaces. The slope of the ramp should be consistent along the full length of the run. Exterior ramps should be provided with a slight cross-slope to permit drainage.

## Entrances and exits

All doors should open in the direction of pedestrian traffic. If different doors are provided for entering and exiting the premises, each should be marked so customers do not attempt to enter or exit through the wrong doorway.

Glass panels in doors should be made of safety glazing. The panels should be free of cracks and abrasions. Glass doors should be marked with some form of clear pattern or design near eye level to prevent customers from walking into an unopened door. Metal doors should be free of burrs and sharp edges. Thresholds and door saddles should be firmly fastened to the ground.

Full-width, walk-off mats should be used at all entrances. The mats should be recessed in wells or be of low profile design to reduce trip hazards,

The information used to create this brochure was obtained from sources believed to be reliable. Nationwide/Allied, its affiliates and employees do not guarantee improved results based upon the information contained herein and assume no liability in connection with the information or the provided safety suggestions. The recommendations provided are general in nature, unique circumstances may not warrant or require implementation of some or all of the safety suggestions. There may be additional available safety procedures that are not referenced in this brochure.



**Allied  
Insurance**

a Nationwide® company | *On Your Side®*

AP00331 (0411)  
Nationwide, the framework and On Your Side are service marks of Nationwide Mutual Insurance Company. © 2011 Nationwide Mutual Insurance Company. All rights reserved.

# Golf clubhouse maintenance

have non-slip backings to reduce slippage, and be abrasive to provide traction when wet conditions are present. They also should be easy to clean.

All entrances, exits and parking areas should be well lit.

## Locker rooms

Basket racks and lockers in dressing rooms should be firmly secured to walls or floors. These furnishings should be regularly inspected for sharp edges, protrusions, or other hazardous conditions. Changing benches should have smooth top surfaces. Mirrors should be fastened firmly to walls and should not be chipped or cracked.

Bath and shower areas should be clean and sanitary. Slip resistant flooring should be provided in showers and other frequently wet areas. Water temperature should be regulated to prevent scalding. Electrical outlets should be equipped with ground fault circuit interrupters (GFCI). Staff should regularly inspect publicly accessible lavatories for slippery conditions.

## Food and bar areas

Food and drink services may be offered to customers. These services may range from vending machines and snack bars to full-service restaurants and nightclubs. Food services may be operated by the golf course or contracted to a food service provider.

Flooring in food service areas should be free of slip and trip hazards. Rubber mats or slip-retardant floor covering should be placed under self-service vending machines used to dispense ice or liquids. Spills should be promptly cleaned up. Changes in floor level should be highlighted, especially when lighting is subdued.

Counters, tables, stools, and chairs should be inspected regularly and maintained free of defects. Chairs and tables should be arranged to allow clear aisle space for patrons and waiters. Utensils and glassware should be inspected for damage. Chipped or broken glassware should be discarded.

Wall-mounted vending machines should be firmly secured in place. Floor-standing machines should be secured to prevent tip-over. Machines should be properly grounded.

## Pro shops

Floors should be free of slip and trip hazards. Aisles should be wide enough for the expected amount of customers.

Display racks should be stable and free of obvious defects (e.g. rough surfaces, sharp edges, and unguarded hooks). Floor-level displays should not overly constrict the aisle or passageway where they are located. Counter-top displays should not overhang counter edges.

Goods should be stacked neatly and should not extend higher than normal reach. Displays should be inspected regularly by staff. Damaged cartons and packaging should be removed from the display, and unsteady or crooked displays should be rebuilt.

Swing cages or other club testing areas should be separate from other parts of the store to avoid club-related injuries to other customers. Access to the practice area should be controlled. Netting should regularly be inspected for rips and tears.

## Employee areas

Doorways, barricades, or other access control devices should restrict customers from access to "employee-only" areas. Restricted areas should be clearly marked. Non-employees (e.g. customers, equipment repairers, or delivery personnel) should not be allowed in these areas unless they are escorted.

## Inclement weather

Procedures should be established for addressing the increased risk of accidents caused by inclement weather. Such procedures may include removal of standing water from sidewalks and parking areas, sanding outdoor areas to increase traction, laying rubber or vinyl mats at entrances and exits, and placing signs to warn of the increased hazard. All corrective actions taken should be documented in a log.



 **Allied  
Insurance**

a Nationwide® company | *On Your Side*®