

CTTC FACILITY CARE POLICY

The purposes of the policy are 1) to help the Pleasant Hill Adventist Academy (PHAA) keep the facility – especially the new floor – clean as well as damage-free; 2) to enhance safe playing conditions; 3) to know how to do our part, as patrons, in assisting the PHAA's current and preventative maintenance efforts; 4) to be more observant about our own behaviors on someone else's property; and 5) to protect and preserve our table tennis equipment. The club pays a low monthly rent; so let's be really good tenants.

For our purposes, the term "facility" means the gymnasium and the stage area. The policy covers matters pertaining to beverages, foods, tobacco use, shoes, gluing, general cleanup, equipment care, and reporting.

Beverages

WATER is the *only* beverage you may bring and drink within the facility. All other beverages belong outside.

You may bring a water bottle to the table.

Never place containers on top of the table.

When not drinking, please make sure the container is closed and placed under the side of the table.

Take the container with you when leaving the table.

If you use a wet paper towel to help your shoe traction, remove it when leaving the table.

When finished, dispose of the container in a trash or recyclables receptacle.

If there is a water spill, dry it up immediately.

When drinking anywhere else at PHAA, please take care of any spills immediately and properly dispose of containers.

All alcoholic beverages are prohibited at all times everywhere on school property.

Foods

If you need to eat, please do so outside the facility. Nothing edible shall be allowed inside the facility.

When eating anywhere on PHAA property, please clean up spills immediately and properly dispose of trash.

Tobacco

The use of any kind of tobacco product is prohibited at all times everywhere on school property.

Shoes

Please wear only the shoes that are appropriate for the activity, and that have non-marking soles.

Gluing

All gluing shall be done outside the entrances to the building.

Please clean up all glue spills immediately.

General Cleanup

Before leaving the facility, please put your trash into the receptacles provided. Don't leave anything behind for others to pick up.

At closing, please help put away the tables, nets, and barriers; fold stage chairs, collect good table tennis balls and put them in the club's container, pick up and put broken balls in the trash, and throw other garbage away. Also make sure you don't leave your belongings behind.

Equipment Care

Tables:

- a) Two people shall move, fold, or unfold any table tennis table.
- b) Two people shall gently guide tables across the raised threshold of the gym doors. The one pushing shall steer, and the one pulling shall carefully roll the table across. This method shall apply even there is a mat or other device present to smoothen the traverse.

- c) If you notice any faults in the table, including cracks, difficulty steering, standing off-balance, refusing to stand flat, etc., please inform any of the club's leadership so we can get the problem fixed.
- d) The only objects that may be set upon the top of the table are the table tennis bat and ball, and an affixed net. During an umpired match, the umpire is permitted to place a time-out notice upon the surface. The table shall not be used as a platform on which to place your bags or drinks, tie your shoes, set a folded net, etc.
- e) If you and your opponent are the last to use the table before closing, please be the ones to fold and store the table and net.

Nets:

- a) Very carefully remove the net from, or insert it into, the holder affixed to the underside of the table's surface.
- b) Very carefully install the net standards and the net such that the net fabric does not get caught in any metal part, and such that the net fabric is not overstretched, intertwined, or torn. Please use the same care when removing the net and its standards from the table.
- c) If you notice any problems with a net or net standard, please inform any of the club leadership.

Balls:

- a) Club table tennis balls, if still good after you are done playing, shall be returned to the ball container.
- b) Please do not leave balls lying around on the floor. You or other players might slip on them or destroy them.
- c) Please throw unusable balls in the trash.
- d) Part of the general cleanup at the end of a session is to do each of the above.
- e) Please make sure you don't take any club balls with you when you leave.

Barriers:

The cardboard barriers will last a lot longer if we observe the following:

- a) Avoid jumping over, or climbing over, any barrier for any reason. Find a separation between barrier sections and walk through that.
- b) When barriers fall, please help each other to set them upright again.

Reporting

If you discover a hazardous condition or that something isn't working properly, please notify any on-site PHAA staff, and inform any of the club's leadership.

Examples might include conditions such as cracked or broken glass, the doors failing to close or lock properly, lights not operating, restroom flooding, insect invasions, wood failures, etc.

Purposes:

- 1) Prevent the spilling of liquids that can cause sticky and hazardous conditions;
- 2) Prevent immediate or eventual damage to the floors;
- 3) Avoid making other people have to pick up and dispose of containers;
- 4) Prevent the spilling of foods so as to avoid sticky or slippery conditions;
- 5) Prevent immediate or eventual damage to any part of the facility;
- 6) Prevent people from leaving food and their containers behind for others to clean up;
- 7) Prevent marring and scuffing of the floor surface;
- 8) Avoid injuries. Injuries are far more likely when you wear shoes having soles that are either too grippy or too slippery, or shoes that are either too stiff or too flexible. High heels are definitely inappropriate.
- 9) Limit exposure to the smell and toxins associated with glue;
- 10) Protect and prolong the useful life of all equipment; and
- 11) Ensure that we are in compliance with PHAA's rules.

The PHAA and the CTTC very much appreciate your cooperation in keeping our facility and equipment in good condition.

Document prepared by Michael Boot, CTTC Secretary
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