**COMMUNITY LEASING – ANNUAL MAINTENANCE SCHEDULE**

**Lessee:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lease Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: This schedule reflects general maintenance requirements of community lease areas and is not exhaustive. Lessees/Licensees must refer to their Lease or Licence Agreement to determine actual responsibilities and obligations.

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| **Maintenance** **Obligation** | **Responsibility for Maintenance Obligation****Council** I **Lessee** | **Inspection / Maintenance Frequency**Eg. Monthly | **Date****Completed** | **Completed** **By** | **Next** **Due** **Date** | **Notes** |
| **STATUTORY INSPECTIONS** |
| Check electrical mechanical apparatus (includes any alterations or repairs) |  | 🗶 |  |  |  |  |  |
| Complete a ‘push button’ test of the RCD | (In limited instances) | 🗶 |  |  |  |  |  |
| **BUILDING - STATUTORY MAINTENANCE** |  |  |
| Fire services and fire safety equipment |  | 🗶 |  |  |  |  |  |
| Residual current device (RCD) testing \*commonly known as a safety switch/power isolation |  | 🗶 |  |  |  |  |  |
| Reduced pressure zone (RPZ) testing \*relates to the potable water distribution system / backflow device | 🗶 |  |  |  |  |  |  |
| On-site Sewerage treatment plant (HSTP) |  | 🗶 |  |  |  |  |  |
| Roof access |  | 🗶 |  |  |  |  |  |
| Asbestos auditing | For Council owned buildings | 🗶 |  |  |  |  |  |
| Trade waste (grease traps) |  | 🗶 |  |  |  |  |  |
| Major capital or structural works (including major asset failure) − maintenance, replacement or repair | For Council owned assets | For Lessee owned assets |  |  |  |  |  |
| Ensuring water supply, including (below) remain in good working order by way of proper usage, including the maintenanceand repair of any blockages or leaks.  |  | 🗶 |  |  |  |  |  |
| All plumbing and drainage fixtures |  | 🗶 |  |  |  |  |  |
| **Maintenance****Obligation** | **Responsibility for Maintenance Obligation****Council** I **Lessee** | **Inspection / Maintenance Frequency**Eg. Monthly | **Date****Completed** | **Completed****By** | **Next** **Due** **Date** | **Notes** |
| Backflow devices | 🗶 |  |  |  |  |  |  |
| Sewerage/septic system |  | 🗶 |  |  |  |  |  |
| Grease traps |  | 🗶 |  |  |  |  |  |

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| **BUILDING – GENERAL MAINTENANCE** |  |  |
| Security monitoring and lighting installed by Lessee |  | 🗶 |  |  |  |  |  |
| Servicing, maintenance and replacement of air−conditioning units (excluding window units) |  | 🗶 |  |  |  |  |  |
| Pest control, including termites and any other treatments as directed by Council, on a 12−monthly basis |  | 🗶 |  |  |  |  |  |
| Kitchen compliance with food service regulations |  | 🗶 |  |  |  |  |  |
| Cleaning of all walls (interior and exterior) |  | 🗶 |  |  |  |  |  |
| Painting of exterior walls |  | 🗶 |  |  |  |  |  |
| Painting of interior walls |  | 🗶 |  |  |  |  |  |
| Cleaning of all windows (interior and exterior) |  | 🗶 |  |  |  |  |  |
| Cleaning of all doors (interior and exterior) |  | 🗶 |  |  |  |  |  |
| Cleaning of all ceilings (interior and exterior) |  | 🗶 |  |  |  |  |  |
| Painting of ceilings |  | 🗶 |  |  |  |  |  |
| Cleaning of all floors (interior and exterior) |  | 🗶 |  |  |  |  |  |
| Professional floor clean |  | 🗶 |  |  |  |  |  |
| Cleaning of verandah |  | 🗶 |  |  |  |  |  |
| Cleaning of guttering |  | 🗶 |  |  |  |  |  |
| Cleaning of downpipes (include rain tank screen) |  | 🗶 |  |  |  |  |  |
| **BUILDING - REPLACEMENT OF BROKEN, DAMAGED AND WORN ITEMS** |  |  |
| Light bulbs |  | 🗶 |  |  |  |  |  |
| Fluorescent bulbs |  | 🗶 |  |  |  |  |  |
| Light switches |  | 🗶 |  |  |  |  |  |
| Doors |  | 🗶 |  |  |  |  |  |
| Electrical fittings |  | 🗶 |  |  |  |  |  |
| **Maintenance Obligation** | **Responsibility for Maintenance Obligation****Council** I **Lessee** | **Inspection / Maintenance Frequency**E.g. Monthly | **Date****Completed** | **Completed** **By** | **Next** **Due** **Date** | **Notes** |
| Glass panels or panes |  | 🗶 |  |  |  |  |  |
| Locks |  | 🗶 |  |  |  |  |  |
| Washers and taps |  | 🗶 |  |  |  |  |  |
| Stop cocks |  | 🗶 |  |  |  |  |  |
| Hot water systems |  | 🗶 |  |  |  |  |  |
| Cisterns |  | 🗶 |  |  |  |  |  |
| Gas, water, oil or electrical fittings which may become missing, broken, lost, destroyed |  | 🗶 |  |  |  |  |  |
| All other furniture or equipment owned by the lessee |  | 🗶 |  |  |  |  |  |
| Replace all broken or damaged items listed above, where the damage has occurred as a result of third parties using the Premises |  | 🗶 |  |  |  |  |  |
| Repairs required due to acts of vandalism/theft(Please report any damage to owned assets to Council) |  | 🗶 |  |  |  |  |  |
| Replacement of any gas, water, oil or electrical fittings which become unfit for the purpose for which they are intended to be used |  | 🗶 |  |  |  |  |  |
| Maintenance of fastenings (interior and exterior) |  | 🗶 |  |  |  |  |  |
| Floor coverings |  | 🗶 |  |  |  |  |  |
| Maintenance of partitions |  | 🗶 |  |  |  |  |  |
| **GROUNDS MAINTENANCE** |
| Perimeter fence |  | 🗶 |  |  |  |  |  |
| Maintenance of fencing and seating |  | 🗶 |  |  |  |  |  |
| Maintenance of retaining walls |  | 🗶 |  |  |  |  |  |
| Care of garden beds, landscaped areas and park areas |  | 🗶 |  |  |  |  |  |
| Sweeping/cleaning of paths |  | 🗶 |  |  |  |  |  |
| General tidiness & maintenance of driveway and carpark |  | 🗶 |  |  |  |  |  |
| Collection of refuse and proper disposal |  | 🗶 |  |  |  |  |  |
| Pruning of trees and shrubs |  | 🗶 |  |  |  |  |  |
| **Maintenance Obligation** | **Responsibility for Maintenance Obligation****Council** I **Lessee** | **Inspection / Maintenance Frequency**Eg. Monthly | **Date****Completed** | **Completed By** | **Next Due Date** | **Notes** |
| Control of noxious weeds |  | 🗶 |  |  |  |  |  |
| Removal of trees (subject to Council approval) |  | 🗶 |  |  |  |  |  |
| **FIELD MAINTENANCE** |
| Mowing of all areas inside lease area |  | 🗶 |  |  |  |  |  |
| Maintain field condition |  | 🗶 |  |  |  |  |  |
| Aerate |  | 🗶 |  |  |  |  |  |
| Fertilise |  | 🗶 |  |  |  |  |  |
| Insecticide spray |  | 🗶 |  |  |  |  |  |
| Pre-emergent weed spray |  | 🗶 |  |  |  |  |  |
| Top dressing |  | 🗶 |  |  |  |  |  |
| Whipper snippering around fences, paths, buildings and other structures |  | 🗶 |  |  |  |  |  |
| Dugouts cleaned and checked for any repairs, seating checked |  | 🗶 |  |  |  |  |  |
| Fields checked for holes and filled |  | 🗶 |  |  |  |  |  |
| Rubbish picked up around fields |  | 🗶 |  |  |  |  |  |
| Maintenance of field lighting − including replacement of bulbs |  | 🗶 |  |  |  |  |  |
| Hard surfaces cleaning |  | 🗶 |  |  |  |  |  |
| Maintenance of safety netting |  | 🗶 |  |  |  |  |  |
| **OTHER MAINTENANCE** |
| Cleaning and inspection of Water tanks |  | 🗶 |  |  |  |  |  |
| Dams, irrigation and associated infrastructure |  | 🗶 |  |  |  |  |  |
| Treated Effluent Irrigation Systems | Refer to Irrigation Management Plan and Lease |  |  |  |  |  |
| **PERMITS LICENCING APPROVALS AND FINANCIAL** |
| Food licence |  | 🗶 |  |  |  |  |  |
| Liquor licence |  | 🗶 |  |  |  |  |  |
| Gaming licence |  | 🗶 |  |  |  |  |  |
| Payment of Rates |  | 🗶 |  |  |  |  |  |
| Payment of Utilities |  | 🗶 |  |  |  |  |  |
| All licences permits and approvals |  | 🗶 |  |  |  |  |  |