

## ANNUAL MAINTENANCE SCHEDULE

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 any variances in responsibilities and obligations.

MAINTENANCE OBLIGATION	LESSEE RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>STATUTORY INSPECTIONS</b>		
Check electrical mechanical apparatus (includes any alterations or repairs)	✓	
Complete a 'push button' test of the RCD	✓	(In limited instances)
<b>BUILDING – STATUTORY MAINTENANCE</b>		
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	✓	Council owned buildings
Trade waste (grease traps)	✓	
Major capital or structural works (including major asset failure) – maintenance, replacement or repair	Lessee owned assets	Council owned assets
Ensuring water supply, including (below) remain in good working order by way of proper usage, including the maintenance and repair of any blockages or leaks.	✓	
All plumbing and drainage fixtures	✓	
Backflow devices		✓
Sewerage/septic system	✓	
Grease traps	✓	
<b>BUILDING – GENERAL MAINTENANCE</b>		
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)	✓	

MAINTENANCE OBLIGATION	LESSEE RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>BUILDING – REPLACEMENT OF BROKEN, DAMAGED AND WORN ITEMS</b>		
Light bulbs	✓	
Fluorescent bulbs	✓	
Light switches	✓	
Doors	✓	
Electrical fittings	✓	
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	✓	
<b>GROUNDS MAINTENANCE</b>		
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	✓	
Control of noxious weeds	✓	
Removal of trees (subject to Council approval)	✓	
<b>FIELD MAINTENANCE</b>		
Mowing of all areas inside lease area	✓	
Maintain field condition	✓	
Aerate	✓	
Fertilise	✓	
Insecticide spray	✓	
Pre-emergent weed spray	✓	
Top dressing	✓	
Whipper snipping 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	✓	

MAINTENANCE OBLIGATION	LESSEE RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>OTHER MAINTENANCE</b>		
Cleaning and inspection of Water tanks	✓	
Dams, irrigation and associated infrastructure	✓	
Treated Effluent Irrigation Systems	Refer to Irrigation Management Plan and Lease	
<b>PERMITS, LICENCING APPROVALS AND FINANCIAL OBLIGATIONS</b>		
Food licence	✓	
Liquor licence	✓	
Gaming licence	✓	
Payment of Rates	✓	
Payment of Utilities	✓	
All licences permits and approvals	✓	