

Facilities - Maintenance Schedule

Version: 2021_1.0

Adopted: 1 November 2021

Maintenance	All actions necessary for retaining an asset as near as practicable to its original condition and service potential, excluding renewal.
New (Acquisition)	Creation of a new asset that provides a service that does not currently exist.
Operation	The active process of utilising an asset. This includes staff, cleaning, utility costs etc.
Ownership	The owner of the asset or infrastructure.
Renewal	Works to rebuild or replace an asset, to restore it to an existing functional condition and deliver its intended service potential.
Upgrade	The replacement or augmentation of all or part of an existing asset that increases the available service potential.

New Item No.	Item Description	Ownership	Operation	Maintenance	Renewal	Upgrade / New
1	Structure					
1.1	Building, including frame, foundation, brickwork, cladding, roof etc.	Council	Council	Council	Council	Council
1.2	Roof plumbing, including roof material, skylights, guttering, down pipes etc.	Council	Council	Council	Council	Council
1.3	Sheds / Bin enclosures	Council	Tenant	Council	Council	Tenant
1.4	Water tanks	Council	Tenant	Council	Council	Tenant
1.5	Shade sails / shelters / Pegolars / Verandas	Council	Tenant ⁵	Council	Council	Tenant
2	Fit Out					
2.1	Ceiling and walls	Council	Tenant	Council	Council	Council
2.2	Floor Coverings (i.e. tiles, carpet, wooden etc.)	Council	Tenant	Council	Council	Council
2.3	Specialist sports flooring	Council	Tenant	Council	Council	Tenant
2.4	Windows and doors including frames, glass, hardware etc.	Council	Tenant	Council	Council	Council
2.5	Automatic Doors	Council	Tenant	Council	Council	Council
2.6	Air conditioning and evaporative cooling	Council	Tenant ⁶	Council	Council	Tenant
2.7	Access control infrastructure at a building (Primary External Access Point)	Council	Council	Council	Council	Council
2.8	Access control infrastructure at a building (Other access and/or internal point(s))	Council	Council	Council	Council	Tenant
2.9	CCTV infrastructure at a building ⁷	Council	Council	Council	Council	Tenant
2.10	Plumbing fixtures	Council	Tenant	Council	Council	Tenant ⁸
2.11	Fixtures (i.e. stove, exhaust / fan, plumbed instant hot/cold water units etc.) & commercial fixtures essential to service delivery	Council	Tenant	Council	Council	Tenant
2.12	Wiring & fittings (i.e. power points, switches, ceiling fans, doorbells etc.)	Council	Tenant	Council	Council	Tenant
2.13	Electrical equipment and Portable appliances and whitegoods (i.e. computers, monitors, kettle, toaster, fridge, dishwashers etc.)	Tenant	Tenant ⁹	Tenant	Tenant	Tenant
2.14	Lights (i.e. globes, bulbs, starters, tubes, diffusers, coverings, security lights, flood lights etc.)	Council	Council	Council	Council	Council
2.15	Furniture, equipment, and standalone shelving	Tenant	Tenant	Tenant	Tenant	Tenant
2.16	Curtains and blinds (Manual)	Tenant	Tenant	Tenant	Tenant	Tenant
2.17	Curtains and blinds (Automatic)	Council	Tenant	Council	Council	Tenant
2.18	Built in cupboards, fixed shelving, benches, drawers & doors	Council	Tenant	Council	Council	Tenant
2.19	Painting	NA	NA	Council	Council	Tenant
2.20	Essential Safety Measures (ESM) including smoke detectors, emergency lighting etc.	Council	Council	Council	Council	Council
2.21	Defibrillators	Tenant	Tenant	Tenant	Tenant	Tenant
3	Services					
3.1	Water (mains to meter)	Service Authority	Tenant	Service Authority	Service Authority	Service Authority
3.2	Water (meter to building)	Council	NA	Council	Council	Council
3.3	Sewerage, including septic tank where applicable	Council	Tenant	Council	Council	Council
3.4	Stormwater	Council	Council	Council	Council	Council
3.5	Blockages of sinks, toilets due to use (foreign objects) or wilful damage	NA	Tenant	NA	NA	NA
3.6	Grease Interceptor Trap (GIT)	Council	Tenant ¹⁰	Council	Council	Council ¹¹
3.7	Gas (main to meter)	Service Authority	Tenant	Service Authority	Service Authority	Service Authority
3.8	Gas (meter to building)	Council	NA	Council	Council	Council
3.9	Gas cylinders and bottles, including all associated fittings	Tenant	Tenant	Tenant	Tenant	Tenant
3.10	Gas heating including screen, flue, gas plumbing & hot water service	Council	Council	Council	Council	Council
3.11	Communication (fixed services) including telephone and internet infrastructure (to building)	Service Authority	NA	Service Authority	Service Authority	Service Authority

New Item No.	Item Description	Ownership	Operation	Maintenance	Renewal	Upgrade / New
3.12	Communication (fixed services) including telephone and internet infrastructure (in building)	Council	Tenant	Council	Council	Tenant
3.13	Electricity (main to meter)	Service Authority	Tenant	Service Authority	Service Authority	Service Authority
3.14	Solar Panels + Batteries	Council	Tenant	Council	Council	Tenant
4	External - Within the demised premise					
4.1	Fencing and gates ¹²	Council	Tenant	Council	Council	Tenant
4.2	Fixed sprinkler systems (garden irrigation)	Tenant	Tenant	Tenant	Tenant	Tenant
4.3	Pathways, driveways, hardstands and decking	Council	Tenant	Council	Council	Tenant
4.4	Portable playground equipment	Tenant	Tenant	Tenant	Tenant	Tenant
4.5	Fixed playground equipment	Council	Tenant	Tenant	Tenant	Tenant
4.6	Playground space including soft fall, pathways, garden beds etc.	Council	Tenant	Tenant	Tenant	Tenant
4.7	Fixed seats, benches, tables, BBQs etc.	Council	Tenant	Council	Council	Tenant
4.8	Trees	Council	Council	Council	Council	Council
4.9	Landscaping (i.e. edging, retaining walls less than 1m in height, planting etc.)	Council	Tenant	Tenant	Tenant	Tenant
4.10	Retaining Wall (equal or greater than 1m in height)	Council	NA	Council	Council	Council
4.11	Stormwater drainage pits	Council	Tenant	Council	Council	Council
5	External - outside the demised premise					
5.1	Handrail, steps, ramps & decking if attached to a Council Building	Council	Council	Council	Council	Council
5.2	Fencing and gates (Boundary)	Council	Council	Council	Council	Council
5.3	Fencing and gates (Sports)	Council	Council	Council	Council	Tenant
5.4	Trees	Council	Council	Council	Council	Council
5.5	Landscaping	Council	Council	Council	Council	Council
5.6	Stormwater drainage pits	Council	Council	Council	Council	Council
5.7	Carparks	Council	Council	Council	Council	Council
5.8	Sports training lights, coaches boxes, interchange boxes, batting cages, dug-outs, synthetic wickets	Council	Tenant	Council	Council ¹³	Tenant
5.9	Specialised leased sports surfaces (tennis, bowls, croquet, futsal etc.)	Council	Tenant	Tenant	Tenant	Tenant
6	Other					
6.1	Infestation by pests, birds, animals, insects which render a space unsafe or unusable	NA	Council	NA	NA	NA
6.2	Non-Council Bin Service	Tenant	Tenant	NA	NA	NA

Notes:

- The Maintenance Schedule will be applicable unless specified in the Lease Agreement.
- The Tenant must notify and seek approval from Council prior to any and all works occurring at a Council facility. A response for minor works may take up to 15 business days.
- Damage caused by the Tenant, excluding fair wear and tear, will be the Tenant's responsibility to fund. Council will project manage the subsequent work.
- Security patrol call out costs due to Tenant error must be borne by the Tenant.
- Cyclical cleaning of the structure will be undertaken by Council.
- Tenants are responsible for changing remote control batteries.
- Non-Council CCTV infrastructure is not permitted at Council Building. Where non-Council CCTV infrastructure is identified, the Tenant must cease its use within 3 business days and transfer all access to Council. The costs associated with the installation of replacement Council CCTV infrastructure will be borne by the Tenant.
- Council will fund statutory or Worksafe requirements.
- The Tenant must ensure all electrical equipment and appliances are inspected, tested, and tagged in accordance with, and as often as required, by standards contained in the Standard Inspection and Testing AS/NZ 3760.
- Seasonal Tenants must empty Grease Interceptor Traps (GITs) prior to vacating the facility. Non-seasonal Tenants must empty Grease Interceptor Traps (GITs) every 12 months. Proof of this service occurring must be provided to Council.
- Grease Interceptor Traps (GITs) will only be installed or upgraded as per Yarra Valley Water requirements.
- Tenant is responsible for fencing and gates associated with a tennis facility.
- Replacement of sport lighting globes and control gear must be borne by the Tenant.