**Facilities - Maintenance Schedule**

**Version:** 2021\_1.0

**Adopted:** 1 November 2021

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| 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. |

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| **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 | Tenant5 | 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,  hardwear 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 building7 | Council | Council | Council | Council | Tenant |
| 2.10 | Plumbing fixtures | Council | Tenant | Council | Council | Tenant8 |
| 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 | Tenant9 | 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 | Tenant10 | Council | Council | Council11 |
| 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 |

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| **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 gates12 | 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 | Council13 | 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:**

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The Maintenance Schedule will be applicable unless specified in the Leese 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.