			Tenant Category 1-4		Tenant Category 5-7		Tenant Category 8		
	Item / Activity	Frequency	Responsibility		Respons	ibility	Respons	ibility	Comments
"			Council	Lessee	Council	Lessee	Council	Lessee	
# # #	Air conditioning								
# # #	Ducted or split system (maintenance)	As required	✓			\checkmark	✓		
# #	Mobile (maintenance)	As required		✓		✓		✓	
#	Car parking and driveway								
# # #	Surface maintenance	As required	✓			✓	✓		Category 5 - 7 is Lessee responsibility if they have exclusive use of the carpark.
# # #	Report potential hazards	As required		✓		✓		✓	
#	Cleaning								
# #	Internal surfaces	0		<		~		~	
# #	(eg. sweep/vacuum/mop floors, remove mould/clean, walls, bathroom and kitchen surfaces, remove garbage)	Ongoing		•		•		v	
# #	External building and grounds			√		✓		~	
#	(eg. under awnings, eaves, light fittings, sweep hard surfaces, wash windows)	Monthly		•		•		v	
	Doors, roller doors, door furniture and door closers								
#	External	As required	✓		~		~		
# # #	Maintenance and repairs				•		•		
# #	Internal								
# #	Maintenance and repairs	As required	~			✓	✓		Cat 5-7 is the lessee responsibility when they have undertaken the internal fit out.
	Electrical								
	Earth leakage circuit breaker	As required	~		~		~		
"	Installation and maintenance	As required	•		•		v		
# # #	Supply mains, submains and switchboards	As required	~		~		~		
# #	Replacement or repair if faulty	As required	•		•		•		
# # #	Upgrade due to additional demand or alterations to equipment as installed	As required		✓		✓		✓	Tenant responsibility with prior Council approval and compliance with Council conditions or consent.
m	Wiring, power points and light fittings	As required	~		~		~		
	Replacement of faulty fixtures, fittings and wires								
	Minor maintenance (eg. replacement of light globes and fluorescent tubes, safety covers)	As required		✓		✓		✓	As per tenancy act.
#	Emergency signs and lighting								
· •									

Attachment 2 - Council and Tenant Maintenance Responsibilities

#	Evacuation diagrams		I		<u> </u>	Ι	r –	1	
#	Inspections (as required by legislation)	Twice a year	\checkmark		\checkmark		\checkmark		
# #	Exit signs and emergency lighting								
# #	Exit signs and emergency ingriting	Twice a year	✓		✓		✓		
#									
# #	Boundary Fences and gates (installed by Council) Repair and replacement	As required	 ✓ 		 ✓ 		 ✓ 		
#	Fire safety						•		
	General compliance								
		1							
	Inspection and equipment testing (as required by legislation)	Twice a year	✓		✓		~		Residential cottages in line with the Residential Act
# #									
# #	Portable firefighting equipment	Twice a year			~		n/a	n/a	
# # #	Inspections, testing and servicing (as required by legislation)		~						
#	Replacement of items that are missing or stolen	As required		✓		✓		✓	
	Recharging after a fire related discharges	As required	✓		✓	1	n/a	n/a	
	Recharging after a non-fire related discharge	As required	1	✓	1	✓	n/a	n/a	
	Smoke detectors	Annual			✓		1		
	Testing, installation and repairs		~				~		Only if hard wired
	Replacement of batteries, if not hard wired	Annually		✓		✓		✓	
9	Fixtures, fittings and equipment								
	Internal								
	All free-standing or permanent built-in equipment, furniture and appliances. Including but not limited to:]							
	Window coverings	As required							
	Hand driers		1		~		~		Any additional items supplied and installed by the tenant (with Council approval) are the Lessee's responsibility.
	Ovens, stove tops and range hoods		ľ		*		`		
	Dishwashers								
	Ceiling fans								
	Repairs, maintenance and replacement								
	External								
	Including play equipment and softfall surfaces	As required by Australian Standards and regulations	✓			✓			

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	Repairs, maintenance and replacement								
	Pathways, concrete surfaces etc		✓		✓		✓		
#	Floor coverings								
#	Repair and maintenance	Ongoing		✓		✓	✓		
#	Replacement			1		1		~	
# #	With Council's approval	As required		*		✓		v	
#	By Council	10 – 15 years	✓		✓		✓		
# # #	Guttering and downpipes								
# # #	Repairs and replacement	As required	✓		✓		✓		
# #	Cleaning, including leaf and debris removal	as per identified as scheduled maintenance	~			~	✓		
# # #	Improvements to building or land								
# #	That are permitted and with approval, where required.	As required		✓		✓	✓		
#	Inspections								
# #	Condition inspection - includes Structural – to identify and prioritise maintenance works	As required	✓		✓		✓		by Asset Inspector's
# #	Condition and tenant inspections	6 monthly							by Property Officer's
# #	General - to identify damaged or neglected items/surfaces and carry out works, repairs or reports as required.	Ongoing	~		~		\checkmark		
	Keys, locks, cylinders, padlocks								
	External doors		√		n/a	~	n/a	n/a	
# #	Repair damage by vandals, check system integrity	As required	v		n/a	•	n/a	n/a	
# #	Internal doors								
# #	Repair damage to locks etc by vandals to internal doors.		✓		✓		✓		
#	General	As required							
	Cost of repairs or replacement of all locks, cylinders and keys (including extra keys) for all doors installed by Council	As required	~		✓		✓		
	Supply of keys to Council for maintenance inspections and access.	As required	~		~		✓		
	Landscaping								
	General maintenance of lawns, edges and garden beds, including removal of weeds and litter	Daily		✓		✓		✓	
# #	Trees, shrubs and plants (maintenance)			✓		✓		✓	
# #	Trees (branch trimming above head height, and removal)	As required	✓		✓		✓		
# # #	Upgrades and improvements (with Council approval)	As required		√		✓		✓	Council approval required - works approved would be determined if Council want the improvements when tenant vacates.
	Report potential hazards	As required		✓		✓		✓	

#	Painting (internal)								
# #	Routine repainting	5 yearly (dependent on condition report)	✓		✓		✓		
# #	Due to desire to redecorate (with Council approval)	condition reporty		✓		✓		✓	
# . # #	Due to damage through misuse	As required		✓		✓	✓		Category 8 tenants - Extent of damage would be considered along with remediation method and cost. Council would undertake works and take cost from bond/bill tenant.
	Pest control								
# #	Termites								
#	Inspection, treatment, remedial works resulting from previous or current termite activity	Annually	~		~		~		
# • # #	General	A		~		~		~	
#	Inspection, treatment and eradication of general pests (eg. cockroaches, spiders, mice).	Annually		*		•		•	
# # #	Plumbing - hot water service and water								
# #	Connections and replacement of faulty fixtures, fittings and piping	As required	✓		✓		✓		
#	Minor maintenance (eg. replacement of washers on taps, cisterns)	As required		✓		✓	✓		
	Plumbing - roof plumbing, and stormwater								
	Roof sheeting, flashing downpipes and stormwater	As required	~		✓		✓		
	Minor maintenance	As required	✓		✓		✓		
#	Plumbing – sewer blockages								
# # #	General	As required	>		>		✓		
#	As a result of misuse by, or the conduct of, the tenant	As required		✓		✓		✓	Lessee will be invoiced if blockage found to be from misuse
# #	Roof (including skylights)								
# #	Maintenance and repairs	As required	>		>		✓		
	Security								
	Grills, screens and doors								
# # #	To be maintained to Australian Standard	As required	✓		✓		✓		Council responsible for all fixtures installed by Council.
# #	Lighting	As required	✓		~		✓		Council is responsible for all fixtures originally supplied by Council.
#	Attached or wired to the building			ļ					
	Systems and alarms	As required		~		✓		✓	
	Monitoring fees, maintenance, repairs of alarms, call out costs								
# # #	Structure (external)								
#	Repairs and maintenance	As required	\checkmark		\checkmark		✓		
#	Report any potential hazard	As required		✓		✓		✓	
# # #	Telephone and internet wiring, television antennas								

# #	Installation with Council's prior approval	As required		✓		✓	✓	Council for Category 8 (providing the infrastructure only)
	Tennis Courts/Sports facility							
	Playing surface (synthetic grass, concrete) - repairs & maintenance			~		\checkmark		
	Playing surface (synthetic grass, concrete) - replacement		✓		✓			
	Sportsfield surface - repairs and maintenance			~		\checkmark		
	Sportsfield surface - replacement/upgrade		✓		n/a	n/a		
	Tennis court fencing - repairs and maintenance			~		\checkmark		
	Tennis Court Fencing - replacement		✓		✓			
	Sportsground lighting - repairs and maintenance			~		✓		
	Sportsground lighting - replacement		✓		✓			
# #	Vandalism (including break-ins) repairs							
# # #	Repairs to the building structure and external doors, windows and/or locks	As required	1		~			
" # #	Removal of graffiti from external areas	na roquireu	•		•		*	