

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

	Repairs, maintenance and replacement								
	Pathways, concrete surfaces etc		✓		✓		✓		
#	Floor coverings								
#	Repair and maintenance	Ongoing		✓		✓	✓		
#	<u>Replacement</u>	As required		✓		✓		✓	
#	With Council's approval								
#	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	✓		✓		✓		
#	Keys, locks, cylinders, padlocks								
#	<u>External doors</u>	As required	✓		n/a	✓	n/a	n/a	
#	Repair damage by vandals, check system integrity								
#	<u>Internal doors</u>								
#	Repair damage to locks etc by vandals to internal doors.		✓		✓		✓		
#	<u>General</u>	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		✓		✓		✓	

#	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			✓		✓			
#	Playing surface (synthetic grass, concrete) - replacement		✓		✓				
#	Sportsfield surface - repairs and maintenance			✓		✓			
#	Sportsfield surface - replacement/upgrade		✓		n/a	n/a			
#	Tennis court fencing - repairs and maintenance			✓		✓			
#	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	✓		✓		✓		
#	Removal of graffiti from external areas								