

## LICENSEE, MANAGER, PERMITTEE - MAINTENANCE SCHEDULE – ANNEXURE D

Any maintenance or repair required as a result of the Licensee/Manager/Permittee not upholding their obligations listed below will become the financial responsibility of the Licensee/Manager/Permittee.

Category	Requirements	Party Responsible	
		Licensee/ Manager/Permittee	Council
<b>External Building inc Sheds and Outbuildings</b>			
Roof, gutters, downpipes	Clean, repair, maintain and unblock as required #	❖	
	Whole of life replacement (gutters, downpipes)	❖	
	Whole of life replacement (roof only)		❖
Windows	Secure, clean, maintain, arrange repair/replacement of broken glass (except where the window forms part of the external boundary where responsibility will be Council's) #	❖	
	Whole of life replacement		❖
Walls	Clean/pressure wash, spot paint to match as required, maintain and repair #	❖	
	Maintain structural stability, repaint and repair any structural damage.		❖
Doors, door frames, door furniture (including security, screen or safety doors)	Clean, maintain, arrange repair/replacement of hinges, door closers, door locks and latch sets, door handles or damage to door (except where the door forms part of the external boundary where responsibility will be Council's) #	❖	
Padlocks, locks	Maintain, lubricate, replace with like or keyed alike. Maintain key register	❖	
Restricted locks and keys	Maintenance, repair and replacement will be managed by Council		❖
External lighting	Maintain within the Premises. Replace all external globes, starters & ballasts with the exception of floodlight towers #	❖	
	Replace fittings. Maintain all aspects of floodlighting #		❖
Signage	Supply, erect and maintain temporary or permanent safety, behaviour and compliance signage as required to meet industry or health guidelines #	❖	
Stormwater	Keep free from blockages within the leased / licensed area	❖	
	Keep free from blockages outside the leased / licensed area. All major repairs and replacement		❖

Category	Requirements	Party Responsible	
		Licensee/ Manager/Permittee	Council
<b>External Building inc Sheds and Outbuildings (cont'd)</b>			
Boundary Fencing	Clean, maintain, repair and paint #	❖	
	Whole of life replacement		❖
Entrance/Exit Gate	Keep clear, secure, clean maintain and repair.	❖	
	Whole of life replacement		❖
External Blinds i.e. Café Blinds	Clean, maintain, repair/replace bungees, hooks, clips, zippers, pulley rope etc #	❖	
	Whole of life replacement	❖	
Shade structures	Clean and repair structure, sail and anchor points #	❖	
	Regular inspections	❖	
	Structural defects and whole of life replacement		❖
Timber - i.e. Decking, Furniture, Screening, Posts, Ramps & Stairs	Clean and maintain. Secure loose boards, oil and protective coating annually #	❖	
	Whole of life replacement for decking, fixed furniture, screening, posts, ramps & stairs		❖
Roller Doors, Industrial Doors, Motors, Chains	Clean, maintain and repair #	❖	
	Whole of life replacement		❖
<b>Furniture and Fittings</b>			
Office/reception/retail/ community space (non-fixed)	Clean, maintain, repair, replace	❖	
Tables/chairs/kitchen/ umpire's chairs/grounds	Clean, maintain, repair, replace	❖	
Lockers	Clean, maintain and repair	❖	
Change room seating/ hooks	Clean, maintain and repair	❖	

Category	Requirements	Party Responsible	
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<b>Internal Building</b>			
Walls/doors/screens/partitions	Clean, maintain, repair and spot paint #	❖	
	Maintain structural stability, repaint and repair any structural damage #		❖
Floor Coverings & Floors	Clean, maintain & replace. For timber and parquet floors, please contact Council for further advice before commencing any works.	❖	
	Annual professional carpet shampooing	❖	
	Whole of life replacement		❖
Ceilings	Clean, spot paint to match #	❖	
	Maintain, repaint and repair #		❖
Stairwells/staircases	Keep clear, clean, maintain and repair balustrades, treads and risers, tactile and safety strips.	❖	
	Whole of life replacement		❖
Built in joinery (reception/service desks etc)	Clean, maintain, repair ###	❖	
	Whole of life replacement		❖
Telephone & Data	Maintain, repair, routine services of existing system. Extension, expansion, modification or replacement of existing system.	❖	
Fixed kitchen appliances	Clean, maintain, repair as per manufacturers specifications	❖	
<b>Grandstand (if applicable)</b>			
Grandstand/tiered seating	Clean & maintain	❖	
	Repair & whole of life replacement		❖
<b>Pest Control</b>			
Internal/External	Scheduled annual treatment of ants, cockroaches, spiders, silverfish, rodents etc. or as necessary to control pests and vermin	❖	
	Annual termite inspection		❖
	Preventative measures, maintenance & repairs as a result of infestation		❖

Category	Requirements	Party Responsible	
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<b>Security</b>			
Alarm System (if not Council owned)	Operate, liaise with security company, false alarm costs as a result of operator misuse and negligence	❖	
	Maintain, repair, whole of life replacement	❖	
PA System (if applicable) (if not Council owned or not part of fire indicator panel)	Maintain, repair, routine service of existing system. Extension, expansion, modification of existing system	❖	
	Whole of life replacement of existing system	❖	
Master lock / key system (to be arranged through Council at the cost of the Lessee/Licensee/Manager)	Maintain, repair, replace lost keys and maintain register of issued keys	❖	
	Restricted locks & keys will require Council permission		❖
CCTV (if applicable) (if not Council owned)	Develop and implement procedures for use (unless operated by GRC)	❖	
	Maintain, repair & whole of life replacement		
Graffiti, Vandalism, Theft, Misuse (Refer to your tenure document for further information regarding reporting)	Make good any graffiti within the internal boundary of the Leased / Licensed Area #	❖	
	Make good any graffiti external to the boundary of the Leased/Licensed Area (ie external boundary fence/walls)		❖
<b>Electrical</b>			
Electrical (refer Statutory Maintenance Requirements for further information)	Repairs to, replacement of, or upgrade to switchboards and electronic controls failure – servicing records to be provided to Council ###		❖
	Cleaning, repairs and replacement of globes, starters, ballasts (internal only)	❖	
	Inspection, testing and maintenance records of Residual Current Devices (RCDs) as per Australian Standards – servicing records to be provided to Council		❖
	Operational failures-circuit breakers, damage to enclosures, labelling, circuit diagram - service records to be provided to Council		❖
	Electricity supply failure – contact power provider	❖	

Category	Requirements	Party Responsible	
		Licensee/ Manager/Permittee	Council
<b>Electrical (cont'd)</b>			
	Electrical Grounding Systems – testing to be carried out immediately after repair, modification, and annually thereafter – servicing records to be provided to Council		❖
	Electrical Grounding Systems – tested to be carried out immediately after installation or replacement		❖
Power Poles, & on property Supply Line	6 month visual inspection (minimum) – report any concerns to Council	❖	
	Repairs & whole of life replacement Minimum 5 yearly electrical contractor inspection (as per Energex recommendation)		❖
<b>Fire Services &amp; Emergency Procedures</b>			
Emergency Procedures	Ensure the provision of all safety, emergency procedures, including evacuation procedures	❖	
Exit & Emergency Lighting	Inspection and servicing of exit and emergency lighting Repair and replacement Test every six (6) months – servicing records to be provided to Council		❖
Fire Services (refer Statutory Maintenance Requirements for further information)	Inspections/servicing, repairs and replacement of all portable fire equipment to Australia Standards – servicing records to be provided to Council		❖
	Inspections/servicing, repairs and replacement of all fire system components to Australia Standards - including hydrants, fire indicator panels, fire hose reels, smoke detectors, etc – servicing records to be provided to		❖
	Arrange replacement and/or repairs to damaged and/or stolen and/or used fire extinguishers and/or exit lights		
	Cost of replacement and/or repairs to damaged and/or stolen and/or used fire extinguishers and/or exit lights	❖	
	Maintenance of fire system drawings	❖	
	Inspection and servicing of emergency lighting		❖

	Cost for alarm responses due to Manager, or his representatives, operations	❖	
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Category	Requirements	Party Responsible	
		Licensee/ Manager/Permittee	Council
<b>Sewerage, Water Supply &amp; Drainage</b>			
Sewerage	Sewerage – reticulation to point of licensed area boundary (outside of licensed area)		❖
	Cost of repairing blockages in any pipes originating in the licensed area #		
On Site Waste Treatment	Treatment Plant servicing including pumping out of tank ##	❖	
	Maintenance of land application area in accordance with geotechnical design		
	Whole of life replacement		❖
Water Supply – Reticulated Water	Water supply – reticulation to point of licensed area boundary (outside of licensed area)		❖
	Internal fixtures and reticulation, blockages inside the licensed area #	❖	
	Replacement of tap washers (by licensed contractor if required), toilet seats, sink plugs, taps, showerheads and any other minor items #	❖	
Rainwater Tanks & Pressure Pumps (Non Reticulated Water)	Responsible for ensuring water levels are maintained	❖	
	Clean, maintain and repair including strainer. System to treat water to a potable standard	❖	
	Whole of life replacement		❖
<b>Gardens and Landscaping</b>			
Gardens and surrounds	Mowing, hedging and edging	❖	
Footpaths	Clean, litter removal and maintain	❖	
	Structural repair		❖
Gardens	Clean, litter removal, maintain and trim (report dangerous trees to Council)	❖	

	Major landscaping and arborist works (subject to Council approval)	❖	
	Garden bed irrigation maintenance and repair	❖	

Category	Requirements	Party Responsible	
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<b>Plant and Machinery</b>			
Hot water services	Clean and operate according to manufacturer's specification, maintain and repair	❖	
	Whole of life replacement due to malfunction or fair wear & tear (over \$1,500.00 exclusive of GST)		❖
Air conditioners (refer Statutory Maintenance Requirements for further information)	Maintain, repair and whole of life replacement		❖
	Clean and operate according to manufacturer's specification	❖	
<b>Sporting &amp; Recreation Facilities</b>			
Surfaces	Clean, maintain, line repainting & repair	❖	
	Resurfacing & whole of life replacement (specialised contractor to be engaged)		
Nets and posts	Clean and operate according to manufacturer's specification	❖	
	Maintain, repair and whole of life replacement		
Flood, Field & Area Lighting	Clean and operate according to manufacturer's specification	❖	
	Maintain, repair and whole of life replacement		
Fencing (posts, gates and chain wire)	Regular check and ensure no corrosion	❖	
	Clean, maintain, repair and whole of life replacement		
<b>Miscellaneous</b>			
Gas cylinders & bottles & all associated fittings	Must be maintained to relevant standards	❖	
Electricity	Shall pay all electricity and general operating costs	❖	

Rates	Shall pay all applicable general rates and service charges		❖
Bitumen & Gravel Road Ways	Maintain and undertake street Sweeping (within the leased / licenced area)	❖	



Category	Requirements	Party Responsible	
		Licensee/ Manager/Permittee	Council
<b>Miscellaneous (cont'd)</b>			
Playgrounds	Costs of construction & ensuring equipment is maintained in good condition		❖
	Softfall replacement		❖
	Periodic inspections as required (see attached checklist) – forward completed checklist to council@gympie.qld.gov.au	❖	❖ Quarterly & Annually
Building security	Building to be kept secure and monitored on a regular basis	❖	
Incident reporting	Incidents that may likely give rise to a claim under any policy of insurance, must be notified to Council within 24hrs of incident occurring	❖	

#### Further information:

- ❖ For the purposes of this Maintenance Schedule - it is acknowledged that a “major repair” is classified as any individual repair costing \$1,500.00 (exclusive of GST) and above (with that amount to increase in accordance with any CPI indexation relevant during the lease term).
- ❖ Many of Council owned or controlled buildings contain asbestos materials. If you are unsure if your building contains asbestos, please contact Council to check the Asbestos Register. Should your technician/s or sub-contractors become suspicious of any other materials not included in the register they should cease works immediately and contact Council, as it may be necessary to carry out further sampling and testing.
- ❖ Lead-based paint is most likely to be found on window frames, doors, skirting boards, kitchen and bathroom cupboards, exterior walls, gutters, metal surfaces and fascia's on homes or structures built before 1970, or even interior walls. Please refer to <https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-exposures/lead/working-with-lead-based-paint> for further information prior to commencement of painting.
- ❖ This list is not exhaustive and subject to change at Gympie Regional Council's discretion. Some sections of this document may not apply to your particular tenure arrangement. Please contact Council if you require further clarification regarding responsibilities.

### **Further information (cont'd):**

- ❖ **#**All works should be carried out by a suitably qualified/licenced trade contractor (relevant to the scale and type of work) who provides a Safe Work Method Statement (SWMS) or a Job Specific Assessment (JSA) for all work, including working at height. Any works above 2 metres should not be carried out by staff or volunteers.
  
- ❖ **##** Please contact Council's Plumbing Section on 1300 307 800 regarding the type of onsite waste facility applicable to your location and servicing frequency, based on the type of facility at your site.
  
- ❖ **###** Works to be approved by Council prior to commencement and overseen by the appropriate Council Officer.



## MONTHLY PLAYGROUND FACILITY INSPECTION CHECKLIST

FACILITY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SITE	YES	NO	CAC*
Is the site clear of all dangerous and unsuitable objects/ Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UNDERSURFACING</b>			
Is there any water being retained around the equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a loose softfall medium - is the correct depth (Min. compacted 250)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLAY EQUIPMENT</b>			
Are all bolts in place and securely fastened ie no loose components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all the post foundations firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the equipment complete with no missing parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the equipment free of graffiti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it free of any sharp edges or protruding parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are drainage holes clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the system clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the chains secure and the S Hooks closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all sliding surfaces undamaged from burning or cracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tunnels free of all obstructions and unsuitable objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all rotating items moving freely on their bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all signage in place and visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are seats and attachments in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the chain covers in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all springs free from cracking or fatigue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the play system free of any obvious head/finger entrapments or pinchpoints caused by vandalism, broken or missing equipment or excessive wear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Corrective action completed

**OTHER ITEMS:**

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Date of Inspection: \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date forwarded to Council: \_\_\_/\_\_\_/\_\_\_ Signature: \_\_\_\_\_

CK005

Weekly Playground/Skate Facility Inspection Checklist

Reviewed: 11/5/16

[Printed copies are uncontrolled. It is the responsibility of each user to ensure that any copies of Management System documents are the current issue.]