

## STATUTORY MAINTENANCE SCHEDULE – ANNEXURE E

STATUTORY MAINTENANCE REQUIREMENTS / COMPLIANCE / SAFETY		
Maintenance Item	Manager/Lessee	Council
<p><b>Fire Protection Equipment where installed:</b></p> <ul style="list-style-type: none"> <li>• Fire Extinguishers</li> <li>• Fire Blankets</li> <li>• Fire Indicator Panel (FIP)</li> <li>• Manual Call Points</li> <li>• Exit / Emergency Lighting</li> <li>• Sprinkler Systems</li> <li>• Fire Suppression Systems</li> <li>• Warden Intercom Point (WIP)</li> <li>• Fire Hydrants &amp; Boosters</li> <li>• Public Address Systems</li> <li>• Smoke, Heat, Infrared &amp; Carbon Monoxide Detectors</li> <li>• Hose Reels</li> <li>• Fire Doors</li> </ul>	<p>Incur repair / replacement costs through misuse.</p> <p>* Copies of Fire Asset Records following testing to be available for viewing if requested.</p> <p>Replace batteries in battery back-up Smoke, Heat, Infrared &amp; Carbon Monoxide Detectors every twelve months (where located under 2 metres from floor level).</p> <p>Keep equipment clean and dust free.</p> <p>Display current Evacuation Sign &amp; Diagram plans.</p> <p>Fire Services call-out fees if caused by equipment misuse or by not alerting Council to a possible issue/fault.</p>	<p>Six monthly and annual testing of equipment including periodic pressure testing of Fire Extinguishers, Fire Hydrants and Boosters including signage in accordance with current Australian Standards.</p> <p>Fire Indicator Panel (if present) tested each month in accordance with current Australian Standards.</p> <p>Replace batteries in battery back-up Smoke, Heat, Infrared &amp; Carbon Monoxide Detectors every twelve months (where located above 2 metres from floor level).</p> <p>Replacement or repair due to age, fair wear &amp; tear or test failure.</p> <p>Fire Services call-out fees if related to faulty Fire Protection equipment.</p> <p>Provide current Evacuation Sign &amp; Diagram plan.</p> <p>Repair / replacement costs.</p>
<p><b>Backflow Prevention Devices &amp; Thermostatic Mixing Valves (TMV)</b></p>	<p>Incur repair / replacement costs through misuse.</p>	<p>Annual testing and repairs / replacement in accordance with <i>Standard Plumbing and Drainage Regulation 2003</i>.</p>

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<p data-bbox="156 232 533 266"><b>Residual-Current Device (RCD)</b></p> <p data-bbox="156 412 480 479"><b>Electrical Earth Grounding Systems</b></p>	<p data-bbox="555 232 916 300">* Copies of testing records to be provided to Council.</p> <p data-bbox="555 344 927 613">For Pools - following any repairs and modifications test the continuity &amp; resistance of electrical grounding systems – can only be undertaken by licenced contractor. Provide a copy of test certificates to Council.</p> <p data-bbox="555 658 903 831">For Buildings – periodically check the earth connection point for damage and advise Council immediately if observed.</p>	<p data-bbox="959 232 1315 338">Six monthly push-button and annual/bi-annual testing / repairs.</p> <p data-bbox="959 412 1315 584">For Pools - following any installation, and annually thereafter test the continuity &amp; resistance of the electrical grounding systems.</p> <p data-bbox="959 725 1315 831">For Buildings – at annual inspection check the earth connection point for damage.</p>
<p data-bbox="156 842 341 875"><b>Test &amp; Tagging</b></p>	<p data-bbox="555 842 879 1048">Manager owned Specified Electrical Equipment to be tested periodically in accordance with Council's <i>'Electrical Safety – Test &amp; Tagging Guidelines'</i>.</p> <p data-bbox="555 1122 911 1256">Manager owned Specified Electrical Equipment repair / replacement costs if failed at Test &amp; Tagging.</p>	<p data-bbox="959 842 1283 1048">Council owned Specified Electrical Equipment to be tested periodically in accordance with Council's <i>'Electrical Safety – Test &amp; Tagging Guidelines'</i>.</p> <p data-bbox="959 1122 1315 1227">Council owned Specified Electrical Equipment repair / replacement costs.</p>
<p data-bbox="156 1270 300 1303"><b>Gas Bottles</b></p>	<p data-bbox="555 1270 932 1303">Bottle hire &amp; bottle refill costs.</p> <p data-bbox="555 1339 863 1480">Where installed repair of lockable cages / bollards around gas bottle / s and regulator valves.</p> <p data-bbox="608 1487 740 1520">❖ <b>Leases</b></p> <p data-bbox="555 1525 911 1659">Where installed replacement of lockable cages/bollards around gas bottle/s and regulator valves.</p> <p data-bbox="555 1697 863 1803">Bottle security - incur repair/replacement costs through misuse.</p> <p data-bbox="555 1839 911 1906">Annual LPG gas supply safety checks.</p> <p data-bbox="555 1910 903 2011">* Copies of LPG gas supply safety checks to be provided to Council.</p>	<p data-bbox="1011 1451 1225 1518">❖ <b>Other Tenure Agreements</b></p> <p data-bbox="959 1525 1315 1659">Where installed replacement of lockable cages / bollards around gas bottle / s and regulator valves.</p>

<b>Maintenance Item</b>	<b>Manager/Lessee</b>	<b>Council</b>
<b>Lift</b>	<p>* Copies of Lift Service Records following servicing / maintenance to be provided to Council.</p> <p>Keep the Lift device clean at all times.</p>	<p>Periodic servicing and maintenance.</p> <p>Registration of Plant annually under the provisions of the <i>Work Health and Safety Act 2011</i>.</p> <p>Repair / replacement costs.</p>
<p><b>Generator (hardwired)</b></p> <p># Note: Repairs/replacement of manager owned portable generators are at the cost of the manager.</p>	<p>Re-fuelling.</p> <p>Keep area clean &amp; tidy in and around the plant any enclosure.</p>	<p>Periodic testing and servicing.</p> <p>Repairs / replacement of any generator enclosure.</p> <p>Repair / replacement costs.</p>
<p><b>Heating, Ventilation, Air Conditioning (HVAC) &amp; Refrigeration (HVAC-R)</b></p>	<p>Replacement of batteries in remote controls.</p> <p>Periodic servicing in accordance with current Australian Standards of Manager owned equipment.</p> <p>* Copies of service records to be provided to Council</p>	<p>Periodic servicing in accordance with current Australian Standards (excludes Manager owned).</p> <p>Repair / replacement costs.</p>
<p><b>Commercial Exhaust / Canopy Hoods</b></p>	<p>Annual (Minimum) Cleaning / changing of exhaust hood filters maintaining records showing when.</p> <p>* Copies of service records to be provided to Council.</p>	<p>Periodic servicing of exhaust system (Mechanical components) in accordance with current Australian Standards.</p> <p>Periodic clean of ductwork, fans &amp; canopy based on usage.</p> <p>Repair / replacement costs.</p>

Maintenance Item	Manager/Lessee	Council
<b>Asbestos Containing Materials (ACM) &amp; Products (ACP)</b>	<p>Extracts from Council's Asbestos Register made available to hall users and all contractors.</p> <p>Monitor condition and advise Council of any changes, damage or incidents relating to ACM or ACP.</p>	<p>Undertake re-condition inspections at no greater than five yearly intervals in accordance with the Queensland Government's <i>How to Manage and Control Asbestos in the Workplace Code of Practice 2011</i>.</p> <p>Undertake any works identified as requiring rectification / removal following re-condition inspections.</p> <p>Arrange testing of any identified suspect material and update the register as required.</p>
<b>Water Filtration</b> (rain water tank supply if used for consumption)	<p>Annual filter clean to maintain a method of disinfection to ensure tank water meets the Australian Government's <i>Australian Drinking Water Guidelines</i>.</p> <p>* Copies of Safety Inspections to be provided to Council.</p> <p>Incur repair / replacement costs through misuse.</p>	<p>Filter replacements.</p> <p>Repair / replacement costs.</p>
<b>Safety Systems where installed:</b> <ul style="list-style-type: none"> <li>• Ladder Brackets</li> <li>• Anchor Points</li> <li>• Eyebolts</li> <li>• Walkways &amp; Handrails</li> <li>• Edge Protection</li> <li>• Static Lines &amp; Shuttles with Karabiners</li> </ul>	<p>Incur repair / replacement costs through misuse.</p> <p>* Copies of Safety Inspections to be provided to Council.</p>	<p>Annual inspections in accordance with Australian Standard <i>AS 1891.4.2009</i> or under the manufacturer's instructions and / or <i>Workplace Health and Safety Act 2011</i>.</p> <p>Carry out repairs noted at inspection and consider any recommendations.</p> <p>Replacement / upgrade costs.</p>
<b>Emergency Eyewash &amp; Showers</b>	<p>Incur repair / replacement costs through misuse.</p>	<p>Maintain equipment through annual inspections and tagging.</p> <p>Repair / replacement costs.</p>

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<b>Grease Traps</b>	<p>Incur repair / replacement costs through misuse.</p> <p>Periodic emptying of grease arrestor based on usage.</p> <p>* Copies of emptying paperwork to be provided to Council.</p>	<p>Regular grease tap maintenance to prevent grease from leaking into the sewerage system.</p> <p>Repair / replacement costs.</p>
<b>Automatic Doors</b>	<p>Incur repair / replacement costs through misuse.</p> <p>* Copies of service records to be provided to Council.</p>	<p>Periodic service &amp; maintenance.</p> <p>Repair / replacement costs.</p>

\* Manager/Lessee to provide an electronic copy of any applicable records/inspections etc to the Manager Property & Facilities within 7 days of the service provision.