

URBAN QUARTER – SCHEDULE OF DUTIES AND COMPLIANCE REQUIREMENTS

DUTIES SCHEDULE

GENERAL DUTIES					
CLEANING /GENERAL					
Line	Item	Location	Work Description	Frequency	Remarks
1	Litter	All Areas	Pick-up and dispose of any litter	Ongoing	
2	Lights	All Areas	Replace blown bulbs/tubes and clean insects out	Ongoing	
3	Cobwebs	All Areas	Remove cobwebs	Ongoing	
4	Insect control	All Areas	Spray	Ongoing	Annual treatment arranged by committee
5	Rubbish Bins	All Areas	Empty bins & Ash Trays	Daily	
6	Rubbish Bins	All Areas	Wash with disinfectant/cleaner	Weekly and as required	
7	Rubbish Skips	Skip area	Arrange skips to be collected by local authority	Daily	
8	Bin Rooms	Each Floor	Sweep, wash, and monitor for insects/vermin	Weekly and as required	
9		Plant Rooms	Inspect and clean	Weekly and as required	
10	Corridors, floors & stairs	All Areas	Sweep, mop	Weekly and as required	
11	Handrails	All Areas	Wipe clean	Weekly and as required	
12	Lift Interior & doors	All levels	Clean	Daily and as required	
13	Letterbox areas	All Areas	Clear away rubbish/junk mail	Daily and as required	
14	Car Parking areas	All Areas	Clean	Monthly and as required	
GROUNDS					
15	Drainage	Access Grids	Remove & clean out	Quarterly and as required	
16	Pathways, driveways, &	All Areas	Sweep and hose clean. Pressure clean if needed	Weekly and as required	
	Hard standing areas				

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17	Outdoor Furniture	All Areas	Hose and scrub	Weekly or as required	
18	Insect Control	All Areas	Spray Pesticides to control harmful insects	As required	
19	Garden Areas	All plants	Water all plants not covered by irrigation system	Weekly	
20	Garden Areas	All Areas	Weed & Mulch as necessary	Monthly or as required	
21	Garden Areas & Grass	All Areas	Apply fertiliser	6 monthly or as required	
22	Garden Areas	All Areas	Check condition of soil and replenish	As required	
23	Irrigation System	All Areas	Inspect, adjust & arrange repairs if necessary	Monthly or as required	
24	Grass & Edging	All Areas	Cut grass and trim edges	Weekly or as required	3 weekly in June, July and August
25	Garden Areas	All Areas	Apply Mulch	6 monthly or as required	Require committee approval beforehand
26	Grass	All Areas	Top dress	6 monthly or as required	
27	Lawn Weed Control	All Areas	Ensure weeds are removed	As required	
28	Turf	All Areas	Replace sections of turf	As required	Require committee approval beforehand
29	Lawn Aeration	All Areas	Aerate all lawn areas	Annually	
30	Gardening Equipment	Blower/mower/hedger – to ensure correctly functioning & arrange repairs when necessary.			
31	Trees	All Areas	Arrange for lopping	Annually	
32	Trees	All Areas	Trimming	Monthly or as required	
33	Hedges/shrubs	All Areas	Trim all hedges and shrubs	Monthly or as required	
RECREATIONAL FACILITIES					
Line	Item	Location	Work Description	Frequency	Remarks
34	Tennis Court		Clean and attend to repairs. Tension nets	Weekly or as required	
35	Pool/Spa	Furniture	Rearrange/tidy/clean	Daily or as required	

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36	Pool/Spa	Surrounds	Clean of leaves and rubbish	Daily or as required	
37	Pool/Spa	Water	Vacuum pool/spa and clean skimmer baskets	Daily or as required	
38	Pool/Spa	Water	Check chemical levels, restore and keep records	Daily or as required	
39	Pool/Spa	Water	Take water sample to pool specialist for testing	Weekly	
40	Pool/Spa	Water	Empty and clean Filter Basket	Daily or as required	
41	Pool/Spa	Water	Check chlorinator & clean as recommended by manufacturer	Weekly or as required	
42	Pool/Spa	Tile surrounds	Sweep/hose. Inspect and arrange repairs if necessary	Weekly or as required	
43	Pool/Spa	Pumps & Motors	Check function and service	Weekly or as required	
44	Pool/Spa	Shade Sails	Inspect for damage and re-tension	Quarterly and as required	
45	Pool/Spa	Toilet/shower	Clean and maintain	Daily or as required	
46	BBQ areas	All Areas	Sweep, clean and empty bins	Daily or as required	
47	BBQ areas	All Areas	Clean plates, facings, drip trays, and splash back	Daily or as required	
48	BBQ areas	All Areas	Check gas bottles and refill as necessary	Daily or as required	
49	BBQ areas	All Areas	Ensure BBQs are functioning with no leaks	Daily or as required	
50	BBQ areas	All Areas	Mop or hose tiles	Weekly or as required	
PROPERTY MAINTENANCE AND ADMINISTRATIVE DUTIES					
EXTERNAL AREAS					
51	External Lights	All Areas	Check function and reset timers if necessary	Monthly or as required	
52	Fencing/gates/carpark gates	Inspect and repair if necessary		Weekly or as required	
53	Ventilation	Roof	Arrange for inspection of extraction fans	Annually	Confirm with Body Corporate Committee

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54	Air conditioning corrals & fixings		Arrange for inspection & repair if necessary	Annually	Confirm with Body Corporate Committee
BUILDING EXTERIOR					
55	Balustrading/handrails	Common Areas	Inspect and arrange for repairs if necessary	Annually	
56	Painting	All Areas	Inspect and arrange touch up if necessary	Annually	Report major problems to Body Corporate
BUILDING INTERIOR					
57	Doors	Utility Doors	Inspect and repair if necessary	Quarterly	
58	Painting	Common Areas	Inspect and touch-up if necessary	Quarterly	
59	Floor Coverings	All Areas	Inspect and arrange for repair if necessary	Quarterly	
BUILDING SERVICES/OTHER					
60	Air conditioning	Lift Motor Room	Inspect and arrange for repair if necessary	Monthly	
61	Hot Water Tanks		Check systems and water are set to correct temperatures	Monthly or as required	
62	Lift Mechanicals	Lift Motor Room	Ensure service activities are being executed & any required remedial work is actioned following committee approval		Refer to Otis Maintenance Schedule

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COMPLIANCE DUTIES					
Line	Item	Location	Work Description	Frequency	Remarks
63	Fire Compliance	Certificate of Classification must be displayed at all times		Ongoing	
64	Fire Compliance	Ensure Fire and Evacuation Plan is accurate and current. Review		Annually	
65	Fire Compliance	Ensure Evacuation Signs are accurate and in good condition		Annually	
66	Fire Compliance	Prepare and Lodge Occupier Statement		Annually	
67	Fire Compliance	General Evacuation Training. All regular workers within 2 days of commencing work, then annually			
68	Fire Compliance	1st Response Training. All regular workers within 30 days of commencing work. Then every 2 years			
69	Fire Compliance	An Evacuation Team must be appointed and trained for this building. Re-training must occur annually			
70	Fire Compliance	Evacuation Practice		Annually	
71	Fire Compliance	Record Keeping		Ongoing	
			All Fire Compliance Records must be kept on-site as well as a copy off-site; this includes maintenance records.		
72	Fire Compliance	Arrange for testing of Backflow Prevention Devices		Annually	Council to provide schedule
73	Fire Systems	Extinguishers		Testing Schedule provided by nominated contractor	
74	Fire Systems	Hose Reels			
75	Fire Systems	Indicator Panel			
76	Fire Systems	Detection System			
77	Fire Systems	Alarm System			
78	Fire Systems	Pump Sets			
79	Fire Systems	Hydrants			
80	Fire Systems	Emergency Lights			

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81	Other Compliances	Pool Safety Certificate must be valid and displayed at the pool		Annually	
82	Other Compliances	Emergency Plan. Must have one prepared		Annually	
83	Other Compliances	First Aid Kit must be present and complete		Monthly or as required	
84	Asset Register	Review and Update		Annually	
85	Reporting	General Committee Reporting - Schedule 4		Monthly	
86	Correspondence	Open and Action		Daily	
87	Supervise Contracts	Monitor contractual arrangements and liaise with committee on action required		Ongoing	
88		Monitor Tradespeople, Removalists, etc. Ensure all trade visitors are operating as required		Ongoing	
89	Logbook administration	Maintain Trade Visitor Logbook		Ongoing	
90	Communication	Building Signage	Inspect & Repair if necessary	Ongoing	
91	Communication	Data/Comm	Inspect & Repair if necessary	Annually	
92	Security Systems	Cameras & Monitor	Inspect & arrange repair if necessary	Daily	
93	Security Systems	Recording Device	Ensure it is functioning correctly	Daily	
94	Security Systems	Arrange for digital copies of suspect events to be available to Police or Security Co.		As required	
95	Security	If a suspect event or security breach occurs, notify the relevant authorities and liaise		As required	
96	Intercom/Access System	Ensure it is functioning correctly		Daily	
97	P.V. (Solar System)	Inspect system boxes for function and arrange repair if faulty		Weekly	
98	Electrical Circuits RCD's	Arrange Electrical Contractor to test in line with AS3760, Section 91		2 yearly	

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99	Electrical Circuits RCD's	Check function of RCD line according to AS3760, Section 91	6 monthly	
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