**GENERAL MAINTENANCE GUIDELINES FOR COUNCIL ASSETS**

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| **Item Description** | **Committee of Management** | **Council** |
| **Site Conditions** |
| Fences | To inspect and carry out minor repairs to ensure fences are in good condition and structurally sound as per Quarterly Facility Inspection Checklist | Repair or replace as prioritised by Council |
| Gates | To inspect and carry out minor repairs to ensure gates are in good condition and structurally sound as per Quarterly Facility Inspection Checklist | Repair or replace as prioritised by Council |
| Signage | To inspect and ensure signs are clear and legible and structurally sound | Repair or replace as prioritised by Council |
| Internal roads | Contribution to cost of materials | Repair or replace as prioritised by Council |
| Car parks | No responsibility | Repair or replace as prioritised by Council |
| Playgrounds | Report any damage to equipment to Council. Keep soft fall to recommended depth of 220mm | Repair or replace as prioritised by Council |
| Light towers / Flag poles | To ensure light towers/flag poles are in good condition and in good working order, repairs for all ongoing maintenance |  |
| Drainage | Contact Council to discuss | Repair or replace as prioritised by Council |
| Trees | Clean up fallen limbs and debris | Tree management as deemed necessary |
| **Building Elements** |
| Structural stability | Visual inspection to determine any obvious defects | Building inspection, repair or replacement as prioritised by Council |
| Doors (External)Doors (Internal) | Visual inspection to determine any obvious defects. Regular cleaning and all repairs | Replacement as deemed necessary |
| Windows / Glass | Visual inspection to determine any obvious defects and regular cleaning | Replacement as deemed necessary |
| Walls (External) | Visual inspection to determine obvious defects. Regular cleaning and repairs | Replacement as prioritised by Council |
| Walls/Ceiling (Internal) | Visual inspection to determine any obvious defects. Regular cleaning and repairs. Note – damage caused by foreseeable misuse at User Group expenses | Replacement as prioritised by Council |
| Floor surfaces and coverings | Carpets – Regular cleaning and maintenance, including 6 monthly steam cleaningTimber Floors – Inspected and resealed as required | Replacement as prioritised by Council. Contribution required from Committee/user groups |
| Roof | Minor maintenance, ie. replace broken tiles, repair leaks etc. | Replacement as prioritised by Council |
| Eaves | Regular cleaning and maintenance and all repairs. | Replacement as deemed necessary |
| Guttering | Regular cleaning and maintenance and all repairs | Replacement as deemed necessary |
| Drainage | Keep drains clear of foreign objects and clear when blocked. Carry out general maintenance | Replacement as prioritised by Council |
| Curtains / Blinds | Regular cleaning, repair and replacement |  |
| Lighting (internal) | Replace globes. Also replace fittings in the event of damage caused by inappropriate behaviour (eg. Balls) | Replacement as deemed necessary |
| Lighting (external) | Replace globes. Also replace fittings in the event of damage caused by inappropriate behaviour (eg. Balls) | Replacement as deemed necessary |
| Electrical PanelWiringElectrical fittingsLight switchesPower pointsHot water systemAir conditioningHeating | Repairs and replacement | Replacement as prioritised by Council Testing and Tagging of electrical items. |
| Building alterations | Document the specific needs of the building relating to any requests to Council for alterations. Cost of all works related to alteration | Assess all requests submitted and, if approved, ensure satisfactory completion |
| Vandalism | Report to Council and repair damage. 50:50 contribution for Council insurance excess of $2,000. | Council to assist where deemed necessary |
| Keys/Locks | Responsible for providing Council a copy of all current keys and the protection of keys issued by Council. | Maintain a secure key register and offer access to restricted system for Committees wishing to upgrade the Committees key system. |
| Floodlights | Total responsibility for purchase, installation, utility costs, repairs and maintenance | Assist with Grant applications for replacement projects |
| Security system | Purchase, installation, service and maintenance | Assist with grant applications for replacement projects |
| Plumbing and fixtures | Costs of internal/external repairs | Replacement as prioritised by Council |
| Painting | Internal painting if damaged through general use | Repaint as prioritised by Council |
| Building (external) | General maintenance and repairs | Replacement as prioritised by Council |
| White Ant Inspection | Cost of white ant inspection | Treatment of white ant infestation and repair of any damage caused by white ants, subject to available Council funds. |
| **Health and Amenities** |
| Kitchen | Regular cleaning, maintenance and repairs | Replacement as prioritised by Council |
| Toilet | Regular cleaning, maintenance and repairs | Replacement as prioritised by Council |
| Food handling and storage areas | Comply with the requirements of the *Food Act 1984* and Food Standards Code | No responsibility |
| Hygiene | Keep all areas in a clean and hygienic state | No responsibility |
| **Emergency Equipment** |
| Exit doorsSignsEmergency lighting | Regular inspection and maintenance including replacement of batteries | Replacement as required |
| Fire detectorsAlarms | Regular inspection and replacement of batteries | Replacement as required |
| Fire extinguishers | To inspect and report damage and report when discharged | Annual maintenance and replacement due to age and refill as required. |
| Fire hose reel | To report any damage | Regular inspection and replacement as required |
| Fire hydrants | To report any damage | Regular inspection and replacement as required |
| Emergency powerEmergency lighting | Repairs and maintenance | No responsibility |
| First Aid | Ensure appropriate first aid facilities and equipment are available | No responsibility |
| Evacuation plan | Ensure accurate evacuation plan is in place and publicised | Assist committees with the development of plan for facilities |
| **Services** |
| Electricity supplyGas supplyWater supply | Payment of all bills | No responsibility |
| Communications | Payment of all bills, servicing, replacing and repairing when required | No responsibility |
| SepticSewerage | General maintenance and repairs | Replacement as prioritised by Councils Capital Works Program |
| **Playing Arena Surface Conditions** *as per quarterly Facility Inspection Checklist* |
| Grassed areas | Regular mowing and watering to ensure safe playing surfaces. Repair and maintenance to ensure ovals and reserves are safe and risk free. | Replacement as prioritised by Council’s Capital Works Program. Support external funding applications |
| Netball courtsTennis courts | Regular cleaning including annual pressure washing | Replacement as prioritised by Council’s Capital Works Program. Support external funding applications |
| Wicket areas | Ensure wicket areas are maintained to a safe standard to suit playing conditions | Replacement as prioritised by Council’s Capital Works Program |
| Sprinklers | Inspection to ensure sprinklers are working prior to start of season of use and an inspection every 3 weeks during season of use | Replacement as prioritised by Council’s Capital Works Program. Support external funding applications |