

City of Yarra
Schedule of Maintenance Responsibilities

Item	Action	Tenant's responsibility please tick	City of Yarra's responsibility please tick
Air conditioning, heating appliances	Full responsibility, including maintenance of log book		✓
	Regular cleaning and maintenance		✓
	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
Cleaning - external	Daily cleaning to keep property free from rubbish	✓	
Cleaning - internal	Daily cleaning to keep property free from rubbish	✓	
Ceiling - paintwork	Repair and replace where damage caused by negligence on part of tenant	✓	
	Routine Repair and Maintain		✓
	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
Ceiling - structure	Report faults to Council	✓	
	Repair and replace where damage caused by negligence on part of tenant	✓	
	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
Curtains/Drapes/Blinds - internal and external	Routine/Regular cleaning, repair and maintainence	✓	
	Repair and replace where damage caused by negligence on part of tenant	✓	
	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
Doors - external, including flyscreens and locks	Routine Repair and Maintain		✓
	Repair and replace where damage caused by negligence on part of tenant	✓	
	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
Doors - internal, including cupboard doors and glass inserts/partitions	Routine Repair and Maintain		✓

	Repair and replace where damage caused by negligence on part of tenant	✓	
	Repair and/or replacement due to age,structural/mechanical fault or vandalism		✓
Electrical wiring and fittings	Regular service checks and tagging		✓
	Repair and replace where damage caused by negligence on part of tenant	✓	
	Repair and/or replacement due to age,structural/mechanical fault or vandalism		✓
	Additional lighting or power points		✓
	Repair and replacement of all light fittings		✓
Emergency Systems			
Electrical Tagging	Ensure all electrical equipment is tagged in accordance with relevant regulations		✓
Emergency Lighting	Testing and maintenance in accordance with regulations		✓
	Replacement of batteries and/or globes		✓
Evacuation Planning	Undertake Evacuation planning	✓	
Exit lights	Testing and maintenance in accordance with regulations		✓
	Replacement of batteries and/or globes		✓
False call outs	Payment for preventable false call outs	✓	
Fire Panels	Testing and maintenance in accordance with regulations		✓
	Repair and/or replacement due to age,structural/mechanical fault or vandalism		✓
Fire extinguishers	Testing and maintenance in accordance with regulations		✓
	Replace on expiry date		✓
	Fill when discharged		✓
	Replace if lost/stolen	✓	
	Additional units		✓
Smoke Detectors including battery changes	Test and change batteries		
Sprinklers	Testing and maintenance in accordance with regulations		✓
Switchboard testing	Testing and maintenance in accordance with regulations		✓
	Repair and/or replacement due to age,structural/mechanical fault or vandalism		✓

Floor surfaces and coverings	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
	Routine Repair and Maintain		✓
	Daily cleaning	✓	
Floor Structure	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
	Repair and replace where damage caused by negligence on part of tenant	✓	
Fences and Gates	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
	Repair and replace where damage caused by negligence on part of tenant	✓	
	Routine Repair and Maintain		✓
Fixtures and Fittings, cupboards, bench tops, sinks and toilets	Routine Repair and Maintain		✓
Garbage/Waste removal	Removal of hard rubbish	✓	
	Provide appropriate receptacles for recycling	✓	
	Empty grease traps regularly in accordance with relevant authority		✓
Garden/grounds	Maintain the garden beds/grounds within the premises	✓	
	Maintain the trees within the premises		✓
Hot Water System	Routine Repair and Maintain		✓
	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
	Repair and replace where damage caused by negligence on part of tenant	✓	
Internal/whitegood Appliances e.g. fans, kettles, food processors.	Routine Repair and Maintain	✓	
Keys, access cards and locks	Routine Repair and Maintain		✓
	Cost of replacement keys, access cards, or locks	✓	
	Repair and replace where damage caused by negligence on part of tenant	✓	
Kitchen	Routine Repair and Maintain		✓

	Repair and replace where damage caused by negligence on part of tenant	✓	
	Repair and/or replacement due to age,structural/mechanical fault or vandalism		✓
Lighting - internal	Routine Repair and Maintain		✓
	Repair and replace where damage caused by negligence on part of tenant	✓	
	Repair and/or replacement due to age,structural/mechanical fault or vandalism		✓
	Replace globes where safe to do so (i.e. within easy reach)	✓	
	Replace globes where unsafe/inaccessible for tenant		✓
Lighting - external	Routine Repair and Maintain		✓
	Repair and replace where damage caused by negligence on part of tenant	✓	
	Repair and/or replacement due to age,structural/mechanical fault or vandalism		✓
	Replace globes where safe to do so (i.e. within easy reach)	✓	
	Replace globes where unsafe/inaccessible for tenant		✓
Permanent fixtures, including cooker, exhaust and ceiling fans	Regular cleaning	✓	
	Routine Repair and Maintain		✓
	Repair and replace where damage caused by negligence on part of tenant	✓	
	Repair and/or replacement due to age,structural/mechanical fault or vandalism		✓
Pest control	Routine servicing		✓
Plumbing	Regular cleaning	✓	
	Routine Repair and Maintain		✓
	Repair and replace where damage caused by negligence on part of tenant	✓	
	Repair and/or replacement due to age,structural/mechanical fault or vandalism		✓
	Replacement of tap washers		✓

	Replacement and repair of internal surface plumbing fittings where damage caused by negligence on part of tenant	✓	
	Clearing of all drainage and sewerage systems		✓
	Replacement of damaged or corroded plumbing fittings, toilet bowls, cisterns and taps		✓
	Repair or replacement of failed, sewerage, drains, water pipes and pits		✓
	Repair or replacement of failed gas pipes leading to the land/premises		✓
	Repair or replacement of failed gas pipes within the premises.		✓
Roof including gutters, spouting and downpipes.	Regular cleaning		✓
	Routine Repair and Maintain		✓
	Repair and replace where damage caused by negligence on part of tenant	✓	
	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
Sanitary Disposal	Routine servicing	✓	
Security/Access system	Payment of call outs and service costs	✓	
	Routine Repair and Maintain		✓
Solar Panels	Routine Repair and Maintain		✓
	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
Water Tanks and Pumps	Routine Repair and Maintain		✓
	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
Council Signage - internal and external	Routine Repair and Maintain		✓
	Regular cleaning		✓
Tenant Signage - internal and external	Routine Repair and Maintain	✓	
	Regular cleaning	✓	
Skylights	Routine Repair and Maintain		✓
Telecommunications, systems (fax, photocopier, telephones, printers, computers, modems).	Routine Repair and Maintain		✓

Vandalism including graffiti	Removal of all vandalism from internal areas	✓	
	Removal of vandalism from external areas, where damage caused by negligence on part of tenant		✓
	Removal of vandalism from external areas		✓
Walls - external - paintwork	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
	Regular cleaning		✓
	Routine Repair and Maintain		✓
Walls - external - structure	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
	Routine Repair and Maintain		✓
Walls/Partitions - internal - paintwork	Regular cleaning	✓	
	Routine Repair and Maintain	✓	
Walls/Partitions - internal - structure	Routine Repair and Maintain		✓
Windows - external - frames and locks	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓
	Routine Repair and Maintain		✓
Windows - external - glass	Regular cleaning	✓	
	Routine Repair and Maintain		✓
	Repair and replace where damage caused by negligence on part of tenant	✓	
	Repair and/or replacement due to age, structural/mechanical fault or vandalism		✓

Damage caused to adjacent properties by tenant		✓	

Services			
Electricity			✓
Gas			✓
Water			✓
Telephone		✓	

Other Costs			
Building Insurance Premium			✓
Building Insurance Excess		✓	
Building Contents Premium		✓	
Public Liability Premium		✓	