## 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		<b>~</b>
Cleaning - external	Daily cleaning to keep property free from rubbish	<b>~</b>	
Cleaning - internal	Daily cleaning to keep property free from rubbish	<b>✓</b>	
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		
Coiling of motors		~	
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		<b>v</b>
Doors - external, including	Routine Repair and		1,
flyscreens and locks	Maintain  Repair and replace where damage caused by		<b>*</b>
	negligence on part of tenant  Repair and/or replacement	<b>~</b>	
	due to age,structural/mechanical fault or vandalism		<b>√</b>
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	<b>✓</b>	
	Repair and/or replacement		
	due to		
	age,structural/mechanical		
	fault or vandalism		<b> </b> •
	lauit of varidalism		*
Electrical wiring and fittings	Regular service checks		
	and tagging		<b>→</b>
	Repair and replace where		
	damage caused by		
	negligence on part of		
	tenant	<b>✓</b>	
	Repair and/or replacement		
	due to		
	age,structural/mechanical		
	fault or vandalism		<b> </b> •
	Additional lighting or power		
	points		<b> </b> •
			<u> </u>
	Repair and replacement of		
	all light fittings		<b>-</b>
_			
Emergency Systems			
	Ensure all electrical		
Floatrical Tagging	equipment is tagged in		
Electrical Tagging	accordance with relevant		
	regulations		<b>↓</b>
	Testing and maintenance		
Emergency Lighting	in accordance with		
Emergency Eighting	regulations		<b> </b> •
	Replacement of batteries		•
	·		
	and/or globes		<b>-</b>
Evacuation Planning	Undertake Evacuation		
	planning	✓	
	Testing and maintenance		
Exit lights	in accordance with		
	regulations		<b>✓</b>
	Replacement of batteries		
	and/or globes		<b>↓</b>
	Payment for preventable		
False call outs	false call outs	<b>-</b>	
	Testing and maintenance		
Fire Panels	in accordance with		
i iio i ali <del>o</del> io	regulations		<b> </b> •
			<del>                                     </del>
	Repair and/or replacement		
	due to		
	age,structural/mechanical		
	fault or vandalism		~
	Testing and maintenance		
Fire extinguishers	in accordance with		
-	regulations		<b>~</b>
	Replace on expiry date		~
	Fill when discharged		<b>✓</b>
	Replace if lost/stolen	~	
	Additional units		·
Smoka Datastara including			<del>                                     </del>
Smoke Detectors including	Test and change batteries		
battery changes	Teath		ļ
	Testing and maintenance		
Sprinklers	in accordance with		
	regulations		~
	Testing and maintenance		
Switchboard testing	in accordance with		
<del>-</del>	regulations		<b>~</b>
	Repair and/or replacement		
	due to		
	age,structural/mechanical		
	fault or vandalism		
	iauit oi vallualistii		<b>-</b>
		-	_

	Repair and/or replacement		
	due to		
Floor surfaces and coverings	age,structural/mechanical		
	fault or vandalism		<b> </b> ✓
	Routine Repair and		
	Maintain		<b>,</b>
	Daily cleaning	~	<u> </u>
	Daily clearing	<u> </u>	
	Denois and/as sonle coment		
	Repair and/or replacement		
Floor Structure	due to		
	age,structural/mechanical		
	fault or vandalism		<b>V</b>
	Repair and replace where		
	damage caused by		
	negligence on part of		
	tenant	~	
	Repair and/or replacement		
Fences and Gates	due to		
Terices and Gates	age,structural/mechanical		
	fault or vandalism		<b>✓</b>
	Repair and replace where		
	damage caused by		1
	negligence on part of		
	tenant	<b>✓</b>	1
	Routine Repair and		
	Maintain		<b>-</b>
Fixtures and Fittings,	Routine Repair and		†
cupboards, bench tops,	Maintain		
sinks and toilets	Mairitairi		
Siliks and tollets			<u> </u>
Garbage/Waste removal	Removal of hard rubbish	~	
	Provide appropriate		
	receptacles for recycling	~	
	Empty grease traps		
	regularly in accordance		
	with relevant authority		✓
	Maintain the garden		
Garden/grounds	beds/grounds within the		
_	premises	<b>✓</b>	
	Maintain the trees within		
	the premises		<b>✓</b>
	•		
	Routine Repair and		
Hot Water System	Maintain		<b>↓</b>
	Repair and/or replacement		1
	due to		
	age,structural/mechanical		
	fault or vandalism		<b>-</b>
	Repair and replace where		
	damage caused by		
	negligence on part of		
	tenant	🗸	1
	toriant	<u> </u>	
Internal/whitegood	Pouting Panair and		
Internal/whitegood	Routine Repair and		
Appliances e.g. fans, kettles,	Maintain	<b>1</b> .	1
food processors.		<b>~</b>	
Keys, access cards and	Routine Repair and		1
locks	Maintain		✓
	Cost of replacement keys,		
	access cards, or locks	<b>✓</b>	<u>                                       </u>
	Repair and replace where		
	damage caused by		
	negligence on part of		1
	tenant	🗸	
			†
	Routine Repair and		1
Kitchen	•		]_
Kitchen	Maintain		<b> </b> •
		i	

	Repair and replace where		
	damage caused by		
	negligence on part of		
	tenant	<b>✓</b>	
	Repair and/or replacement		
	due to		
	age,structural/mechanical		
	fault or vandalism		•
	ladit of varidalism		
	Routine Repair and		
Lighting - internal	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		<b>✓</b>
	Replace globes where safe		
	to do so (i.e. within easy		
	reach)	<b>~</b>	
	Replace globes where		
	unsafe/inaccessible for		
			\ <b>,</b>
	tenant		ļ*
	Post 5		ļ
Lighting - external	Routine Repair and		
	Maintain		<b>✓</b>
	Repair and replace where		
	damage caused by		
	negligence on part of		
	tenant	<b>✓</b>	
	Repair and/or replacement		
	due to		
	age,structural/mechanical		
	fault or vandalism		•
			*
	Replace globes where safe		
	to do so (i.e. within easy		
	reach)	<b>~</b>	
	Replace globes where		
	unsafe/inaccessible for		
	tenant		<b>✓</b>
Permanent fixtures,	Regular cleaning		
including cooker, exhaust			
and ceiling fans		<b>~</b>	
and coming rand	Routine Repair and		
	Maintain		•
			Ť
	Repair and replace where		
	damage caused by		
	negligence on part of		
	tenant	<b>~</b>	
	Repair and/or replacement		
	due to		
	age,structural/mechanical		
	fault or vandalism		<b>✓</b>
Pest control	Routine servicing		~
	1		
Plumbing	Regular cleaning	~	
	Routine Repair and		
	Maintain		,
			<u> </u>
	Repair and replace where		
	damage caused by		
	negligence on part of		
	tenant	<b>✓</b>	
	Repair and/or replacement		
	due to		
	age,structural/mechanical		
	fault or vandalism		<b>-</b>
	Replacement of tap		
	washers		,
	Wadiidid	<u> </u>	1 .

			<u></u>
	Replacement and repair of		
	internal surface plumbing		
	fittings where damage		
	caused by negligence on		
	part of tenant	<b>✓</b>	
	Clearing of all drainage	•	
	-		
	and sewerage systems		~
	Replacement of damaged		
	or corroded plumbing		
	fittings, toilet bowls,		
	cisterns and taps		<b>✓</b>
	Repair or replacement of		
	failed, sewerage, drains,		
			_
	water pipes and pits		*
	Repair or replacement of		
	failed gas pipes leading to		
	the land/premises		<b>✓</b>
	Repair or replacement of		
	failed gas pipes within the		
	premises.		<b>✓</b>
	•		
Roof including gutters,	Regular cleaning		
	Regular oleaning		L
spouting and downpipes.	Deutine Densine I		<b>*</b>
	Routine Repair and		
	Maintain		✓
	Repair and replace where		
	damage caused by		
	negligence on part of		
	tenant	<b>✓</b>	
	Repair and/or replacement		
	due to		
	age,structural/mechanical		
	fault or vandalism		<b>~</b>
Sanitary Disposal	Routine servicing	>	
	Payment of call outs and		
Security/Access system	service costs	<b>✓</b>	
	Routine Repair and		
	Maintain		<b>~</b>
	Manitani		·
Solar Panels	Routine Repair and		
00.00	Maintain		✓
	Repair and/or replacement		
	due to		
	age,structural/mechanical		
	fault or vandalism		<b>✓</b>
	Routine Repair and		
Water Tanks and Pumps	Maintain		_
			<del>*</del>
	Repair and/or replacement		
	due to		
	age,structural/mechanical		
	fault or vandalism		<b>✓</b>
	<u> </u>		
Council Signage - internal	Routine Repair and		
and external	Maintain		<b>,</b>
and ontolline	Regular cleaning		·
Tonant Cianana internal a			<u> </u>
Tenant Signage - internal and	Routine Repair and		
external	Maintain	<b>✓</b>	
	Regular cleaning	<b>✓</b>	
		<u> </u>	
Challante	Routine Repair and		
Skylights	Maintain		<b>✓</b>
	Douting Dangir and		
Telecommunications			
Telecommunications,	Routine Repair and		
systems (fax, photocopier,	Maintain		
systems (fax, photocopier, telephones, printers,	•		
systems (fax, photocopier,	•		~
systems (fax, photocopier, telephones, printers,	•		<b>~</b>

Vandalism including graffiti	Removal of all vandalism		
Varidansin including graind	from internal areas	<b>✓</b>	
	Removal of vandalism		
	from external areas, where		
	damage caused by		
	negligence on part of		
	tenant		✓
	Removal of vandalism		
	from external areas		<b>✓</b>
	Repair and/or replacement		
	due to		
Walls - external - paintwork	age,structural/mechanical		
	fault or vandalism		<b>,</b>
	Regular cleaning		×
	Routine Repair and		
	Maintain		<b>,</b>
	Manitani		
	Repair and/or replacement		
	due to		
Walls - external - structure			
	age,structural/mechanical fault or vandalism		
			<u> </u>
	Routine Repair and		L
	Maintain		~
10.00			
Walls/Partitions - internal -	Regular cleaning		
paintwork		✓	
	Routine Repair and		
	Maintain	✓	
Walls/Partitions - internal -	Routine Repair and		
structure	Maintain		<b>✓</b>
	Repair and/or replacement		
Windows - external - frames	due to		
and locks	age,structural/mechanical		
and locks	fault or vandalism		•
	Routine Repair and		<u> </u>
	•		
	Maintain		<b>-</b>
Mindows and make all all and	De auden ele enire		
Windows - external - glass	Regular cleaning	<b>✓</b>	
	Routine Repair and		
	Maintain		<u> </u>
	Repair and replace where		
	damage caused by		
	negligence on part of		
	tenant	<b>✓</b>	
	Repair and/or replacement		
	due to		
	age,structural/mechanical		
	fault or vandalism		<b>✓</b>
Damage caused to adjacent			
properties by tenant		<b>✓</b>	
-		-	
1			
Services			
Services Electricity			·
Electricity			
Electricity Gas			<b>✓</b>
Electricity Gas Water			
Electricity Gas		<b>✓</b>	<b>✓</b>
Electricity Gas Water		<b>✓</b>	<b>✓</b>
Electricity Gas Water Telephone		<b>~</b>	<b>✓</b>
Electricity Gas Water Telephone Other Costs		<b>~</b>	✓ ✓
Electricity Gas Water Telephone		<b>~</b>	<b>✓</b>
Electricity Gas Water Telephone Other Costs		✓ — — — — — — — — — — — — — — — — — — —	✓ ✓
Electricity Gas Water Telephone Other Costs		*	✓ ✓
Electricity Gas Water Telephone  Other Costs Building Insurance Premiuim			✓ ✓
Electricity Gas Water Telephone  Other Costs Building Insurance Premiuim Building Insurance Excess			✓ ✓
Electricity Gas Water Telephone  Other Costs Building Insurance Premiuim		<b>✓</b>	✓
Electricity Gas Water Telephone  Other Costs Building Insurance Premiuim  Building Insurance Excess  Building Contents Premiuim		· · · · · · · · · · · · · · · · · · ·	✓
Electricity Gas Water Telephone  Other Costs Building Insurance Premiuim Building Insurance Excess		<b>✓</b>	✓