

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Daily

1 · 1

Common Area Toilets and Associated Facilities:

- 1) Clean Unisex toilet and associated facilities Pool / BBQ area

Specifics:- Clean handrails dispensers, hand basin, taps and mirrors, re-stock consumables.

1 · 2

Outdoor Swimming Pool and Associated Areas:

- 1) Tidy and clean poolside furniture

Specifics:- Keep poolside furniture arranged in a tidy manner. Clean any stains, suntan lotions, etc. Report any missing or damaged furniture.

- 2) Check area, pick up and dispose of rubbish and litter

Specifics:- Empty any rubbish bins, check randomly throughout the day to ensure area remains in a clean and tidy condition.

- 3) Spot clean pool glass safety fencing and gates to remove finger marks, etc

Specifics:- Remove finger marks and suntan lotion from pool access gates, glass fencing and associated areas.

- 4) Test, record and adjust swimming pool chemical balance (chlorine & pH only)

Specifics:- Test results to be recorded in a Log. Comprehensive testing to be carried out by a suitably qualified pool maintenance contractor on a monthly basis at the cost of the Body Corporate.

- 5) Remove floating and suspended matter from pool using scoop net

Specifics:- Remove any leaves or floating rubbish that may stain the pool surface or clog the skimmer or filter baskets if left unattended.

1 · 3

Rubbish Disposal:

- 1) Check rubbish bins daily, sort and level bin deposits, rotate full bins as necessary

Specifics:- Check bins [general waste] throughout the day for any over-flowing issues, incorrect disposal of items or any excess items.

- 2) Sweep, hose (when lawful) and clean rubbish bin storage area

Specifics:- Duty applies to rubbish bin storage area.

Duties to be Performed:- Weekly

2 · 1

Access Roads and Entrances:

- 1) Monitor resident's and visitor parking

Specifics:- Advise Resident/Tenant/Visitor (where possible) of any breach of the By-laws. Record any persistent breaches in a log book for referral to the Committee for further action.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Weekly

2 . 1 Access Roads and Entrances:

- 2) Blowervac and clean internal roads and visitor car parks

Specifics:- Duty relates to the main driveway shared by all buildings and the visitor car parking areas.

- 3) Check all areas, pick up and dispose of any rubbish

Specifics:- Duty relates to the shared main driveway and the visitor car parks. Check on a regular basis throughout the day. Duty performed Monday to Friday.

2 . 2 Barbecues and Outdoor Entertaining Areas:

- 1) Check barbecues have been cleaned by users, clean plates and drip trays if required

Specifics:- Check plate daily & clean as required. Wipe BBQ hood and adjacent bench top including sink. Re-stock consumables [wall mounted paper hand towel dispenser]. Duty performed Monday to Friday.

- 2) Check general areas, pick up litter, empty rubbish bins and tidy areas

Specifics:- Wipe bin covers, replace bin liners, keep bin locations in a clean and tidy condition. Pick up any litter. Duty includes the adjoining outdoor entertaining area. Duty performed Monday to Friday.

- 3) Check correct operation of barbecue controls, check and maintain gas supplies

Specifics:- Check gas bottle and replace as required. Check for damaged or missing control knobs.

- 4) Sweep/hose (when no water restrictions apply)/and clean paved/tiled barbecue areas

Specifics:- Spot clean any fats/spillages. Duty applies to the adjoining outdoor entertaining areas.

- 5) Wipe and clean tables, chairs and associated furniture with suitable cleanser

Specifics:- Keep furniture in a safe and serviceable condition and arranged in a tidy manner, report any damaged or missing furniture.

2 . 3 Management Administrative Services:

- 1) Be available or contactable on-site for Owners or Occupiers to be able to attend to any common property issues

Specifics:- Be available or contactable to liaise and deal with Owners/Occupiers common property issues during normal business hours and available or contactable after hours in case of emergencies.

- 2) Monitor the observance of the by-laws by those using the common property or within a Lot

Specifics:- Advise any resident/guest (where possible) of any noticed or reported breach. Record any persistent breaches in a log book for reporting to the Committee for further action. Duty performed Monday to Friday.

- 3) Be available to liaise with Committee Representative and attend to relative common property issues

Specifics:- Liaise personally or by phone/email with the nominated Committee Representative or Body Corporate Manager as required or requested during normal business hours. Duty includes liaison regarding the Body Corporate's Landscape Design Plan.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Weekly

2 . 4

Common Area Toilets and Associated Facilities:

- 1) Clean Unisex toilet and associated facilities Building One, Level 1

Specifics:- Clean dispensers, hand basin, taps, bowl & cistern and re-stock consumables.

2 . 5

Driveways, Car Park Areas and Entrances:

- 1) Blower/vac/sweep/hose (when lawful) and clean car park entrance and driveways Building One

Specifics:- Duty applies to driveway entrance area, does not include the adjacent shared main roadway.

- 2) Check and maintain operation of automatic vehicle entry/exit doors/gates to car park (watch through full cycle) Building One

Specifics:- Check associated control switches and safety limiter systems are functioning correctly, lubricate any noisy components, arrange any specialist repairs.

- 3) Blower/vac, sweep and clean basement driveways Building One

Specifics:- Duty does not apply to individual car park spaces.

- 4) Blower/vac/sweep/hose (when lawful) and clean car park entrance and driveways Building Two

Specifics:- Duty applies to driveways, ramps and associated vehicle access areas.

- 5) Check and maintain operation of automatic vehicle entry/exit doors/gates to car park (watch through full cycle) Building Two

Specifics:- Check associated control switches and safety limiter systems are functioning correctly, lubricate any noisy components, arrange any specialist repairs.

- 6) Blower/vac, sweep and clean basement driveways Building Two

Specifics:- Duty does not apply to individual car park spaces.

- 7) Blower/vac/sweep/hose (when lawful) and clean car park entrance and driveways Building Three

Specifics:- Duty applies to driveways, ramps and associated vehicle access areas.

- 8) Check and maintain operation of automatic vehicle entry/exit doors/gates to car park (watch through full cycle) Building Three

Specifics:- Check associated control switches and safety limiter systems are functioning correctly, lubricate any noisy components, arrange any specialist repairs.

- 9) Sweep and clean all access areas to private storage cages Building Two

Specifics:- Ensure storage cage access areas on Level 1 are kept clear of stored items, report any damaged or unlocked storage cages. Ensure no flammable substances or dangerous goods are stored in cages.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

		<u>Location</u>
Duties to be Performed:- Weekly		
2 · 5	Driveways, Car Park Areas and Entrances:	
10)	Check and clean car park lift lobby areas	Building One
	<i>Specifics:- Sweep/mop and clean tiles areas on each car park level. Spot clean lift doors, frames and call buttons.</i>	
11)	Check and clean car park lift lobby areas	Building Two
	<i>Specifics:- Sweep/mop and clean tiles areas on each car park level. Spot clean lift doors, frames and call buttons.</i>	
12)	Check and clean car park lift lobby areas	Building Three
	<i>Specifics:- Sweep/mop and clean tiles areas on each car park level. Spot clean lift doors, frames and call buttons.</i>	
13)	Blower/vac, sweep and clean basement driveways	Building Three
	<i>Specifics:- Duty does not apply to individual car park spaces. Hosing of driveways [when lawful] and as directed by committee.</i>	
2 · 6	Building Entrances, Foyers and Associated Areas:	
1)	Check entrances, forecourt areas, stairs and ramps, pick up litter and spot clean if required	
	<i>Specifics:- Check all building entrances, tiled breezeways and unit entrances. Spot clean as necessary (leaves, litter, animal droppings, etc). Duty performed Monday to Friday.</i>	
2)	Sweep, mop and clean tiled areas of residential floor level foyers	Building Two
	<i>Specifics:- Spot clean any stains in tiles or grouting.</i>	
3)	Clean and polish lift doors and door frames on all levels	Building Two
	<i>Specifics:- Wipe doors and frames with stainless steel protective oil.</i>	
4)	Sweep, mop and clean tiled areas of residential floor level foyers	Building Three
	<i>Specifics:- Spot clean any stains in tiles or grouting.</i>	
5)	Clean and polish lift doors and door frames on all levels	Building Three
	<i>Specifics:- Wipe doors and frames with stainless steel protective oil.</i>	
6)	Clean lift cars internally	Building One
	<i>Specifics:- Includes floors, side panels, call plates, mirrors, handrails and inside of doors. Wipe all stainless steel with protective oil. Randomly check throughout the day and spot clean if required. Duty performed twice weekly.</i>	

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Weekly

2 · 6

Building Entrances, Foyers and Associated Areas:

- 7) Clean lift cars internally Building Two

Specifics:- Includes floors, side panels, call plates, mirrors, handrails and inside of doors. Wipe all stainless steel with protective oil. Randomly check throughout the day and spot clean if required. Duty performed twice weekly.

- 8) Clean lift cars internally Building Three

Specifics:- Includes floors, side panels, call plates, mirrors, handrails and inside of doors. Wipe all stainless steel with protective oil. Randomly check throughout the day and spot clean if required. Duty performed twice weekly.

- 9) Sweep, mop and clean tiled areas of residential floor level foyers Building One

Specifics:- Spot clean any stains in tiles or grouting.

- 10) Clean and polish lift doors and door frames on all levels Building One

Specifics:- Wipe doors and frames with stainless steel protective oil. Duty applies to four floors.

2 · 7

General Areas:

- 1) Blowervac/sweep and clean access boardwalks and stairs to each lodge

Specifics:- Daily spot check and clean as required. Check for loose timber decking, protruding fixings, rotting timber, etc, and safety of access, arrange any specialist repairs. Duty applies to access pathways to three buildings and units. Duty includes access pathways to & from adjoining Scheme (Terrace on Buderim).

- 2) Blowervac/ sweep/ hose (when lawful) all outdoor paths, stairs, etc

Specifics:- Daily spot check and clean as required. Duty applies to pedestrian outdoor pathways, stairs, etc to all common property areas.

2 · 8

Lawns, Gardens and Landscape Features:

- 1) Mowing of all common area lawns during spring/summer warmer months

Specifics:- Lawns to be mown weekly to ensure the maximum height of the grass will not exceed 80 mm. Minimum height of 25 mm. Duty performed weekly October to April inclusive (average of 29 mows).

- 2) Pick up and dispose of litter, dead foliage, fronds and branches from lawns and gardens

Specifics:- Pick up dropped palm fronds, branches, blown in rubbish, cigarette butts, etc, from lawns and garden areas, tidy gardens when required. Duty performed Monday to Friday.

- 3) Prune, trim and shape all hedges and shrubs, clean up and dispose of trimmings

Specifics:- Instigate a weekly pruning program to ensure all hedges are pruned on a rotational basis at least once per month, clean up and dispose of trimmings. Duty does not apply to pruning of hedges, vines, etc that exceed a fall height of 2 metres or require specialist equipment for access.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Weekly

2 · 8

Lawns, Gardens and Landscape Features:

- 4) Hand water potted plants and garden areas not covered by the sprinkler system

Specific:- Check soil in pots and water as required.

2 · 9

Common Area Lighting and Electrical Switchboards:

- 1) Inspect and maintain accessible lighting in basement car park

Specifics:- Carry out the maintenance and cleaning of common area lights that are accessible without the need for special access equipment. Replace any blown bulbs (de-bug fitting at same time), arrange any specialist repairs. De-web fittings (cobweb broom only). Duty applies to three buildings.

- 2) Inspect and maintain accessible lighting in outdoor pool and barbecue areas, grounds, walkways and associated areas

Specifics:- Carry out the maintenance and cleaning of common area lights that are accessible without the need for special access equipment. Replace any blown bulbs (de-bug fitting at same time), arrange any specialist repairs. De-web fittings (cobweb broom only).

- 3) Inspect and maintain accessible lighting in floor level foyers, lift cars and fire stairs

Specifics:- Carry out the maintenance and cleaning of common area lights that are accessible without the need for special access equipment. Replace any blown bulbs (de-bug fitting at same time), arrange any specialist repairs. De-web fittings (cobweb broom only). Duty applies to three buildings.

2 · 10

Outdoor Swimming Pool and Associated Areas:

- 1) Check pool safety fencing, test and lubricate gate mechanisms

Specifics:- Check gates are self-closing, lubricate and adjust if required. Remove any climbable objects within 900mm of pool fence. Trim back any vegetation or branches that a child could climb.

- 2) Sweep, hose (when lawful) and clean pool surrounds

Specifics:- Cleaning to be completed with minimal disruption to users.

- 3) Carry out complete clean of all pool glass safety fencing and gates

Specifics:- Hose and clean pool glass fencing.

- 4) Remove pump filter basket, clean and refit

Specifics:- After re-fitting basket, check the filter housing is sealed and no air bubbles appear in the sight glass. Regularly clean baskets to remove suntan oils, body fats, etc.

- 5) Clean stainless steel hand railings

Specifics:- Duty applies to the entry/exit hand rail. Thoroughly remove all grease, finger marks and other organic contaminants with a non-chlorinated solvent.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Weekly

2 · 10 Outdoor Swimming Pool and Associated Areas:

- 6) Vacuum and clean pool

Specifics:- Vacuuming required on an average of three times weekly depending on seasonal conditions and usage. Clean as required.

- 7) Check and ensure correct pump operation, maintain the operation of the automatic chlorinator

Specifics:- Check for any leaks or unusual noises in the pumps or motors, check the chlorinator and adjust when required. Arrange any specialist repairs.

- 8) Check, empty and service pool skimmer baskets as required

Specifics:- Regularly clean skimmer baskets with a suitable cleaning agent to remove build-up of suntan lotions, body fats, etc that restricts flow and harbour disease. Duty performed an average of three times a week.

2 · 11 Rubbish Disposal:

- 1) Check and sort recycle bins, keep area clean and tidy

Specifics:- Check recycle bins to remove any non-recyclable materials. Recycle Bins are collected once a week.

- 2) Clean up spillage of refuse and broken glass left by garbage collection contractor

Specifics:- Bin area to be maintained in a clean and tidy condition. General waste bins collected three times weekly.

- 3) Arrange, provide access and supervise contractor to clean and disinfect rubbish bins

Specifics:- Ensure bin area is cleaned after the contractor service.

2 · 12 Workplace Health and Safety:

- 1) Require all Contractors that provide services to the Body Corporate to sign "in" and "out" when entering and prior to leaving the site.

Specifics: Maintain a visitor/contractor sign in register to be signed upon arrival and departure. Indemnity proof all new contractors including review of insurance policies, licenses expiries, test & tag of electrical appliances, etc (review of each contractor performed annually).

Duties to be Performed:- Fortnightly

3 · 1 Management Administrative Services:

- 1) Prepare and place notices in lifts, on notice boards, etc when and as instructed by the Committee Representative

Specifics:- Duty relates to notices of any activities in the building that will have an effect or create any disruption to any residents/tenants such as any repairs, maintenance, etc

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Fortnightly

3 · 2

Lawns, Gardens and Landscape Features:

- 1) Mowing of all common area lawns during autumn/winter cooler months

Specifics:- Lawns to be mown fortnightly to ensure the maximum height of the grass will not exceed 80 mm. Minimum height of 30 mm. Duty performed fortnightly May to September inclusive (average of 11 mows).

- 2) Edge along all paths, driveways, around gardens, shrubs, lights and fixtures

Specifics :- Trim edges every second mow. Blower vac and clean up any excess trimmings.

Duties to be Performed:- Monthly

4 · 1

Access Roads and Entrances:

- 1) Spot clean common area roadways/driveways and visitor car park oil and grease spills and drips

Specifics:- Clean any fresh oil leaks as soon as possible when noticed or reported to prevent permanent staining or spreading via vehicle or pedestrian traffic.

- 2) Trim back any accessible overhanging branches

Specifics: Trim back any branches or trees that could create a hazard or obstruct vision.

- 3) Check and keep clean all roadway drains and gutters

Specifics:- Ensure grates are in sound condition and firmly in place so as not to create a hazard or damage to vehicle or pedestrian traffic.

4 · 2

Barbecues and Outdoor Entertaining Areas:

- 1) Deweb, dust, hose (when no water restrictions apply) and clean accessible areas of barbecue pergola

Specifics:- Duty relates to the adjoining outdoor covered entertaining area. Does not include cleaning of areas that exceed a fall height of two metres or requires access via a ladder or platform.

4 · 3

Management Administrative Services:

- 1) Carry out regular complex inspections and report to the Committee

Specifics:- Report on matters requiring repair or creating a hazard or danger that involves expenditure of money in excess of the Maximum Expenditure or use by the Caretaker of any Body Corporate funds.

- 2) Check and endorse as correct for payment any accounts operated on behalf of the Committee

Specifics:- Check and verify invoices/accounts (stamp & sign). Forward originals to Body Corporate for approval and payment. Maintain a copy on file on-site.

- 3) Arrange all materials and supplies necessary to carry out the caretaking duties to generally maintain the Common Property

Specifics:- Applies to purchases within the Manager's/Caretaker's spending limit. Seek approval from the Committee prior to sourcing materials or supplies that exceed the spending limit or would incur additional costs in obtaining such materials or supplies.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Monthly

4 · 3

Management Administrative Services:

- 4) Prepare and submit invoice for reimbursement of out-of-pocket expenses, pay COD Suppliers

Specifics:- Pay COD suppliers in a manner requested. Provide original invoices as proof of purchase of supplies for use in common property areas.

- 5) Source quotations that are requested by the Committee for repairs or specialist maintenance

Specifics: Source tenderers and contractors, meet and discuss job and quote requirements, provide job specifications as agreed by the Committee to ensure consistency and accuracy of quotes, recommend contractor, communicate with the Committee, notify successful tenderer and arrange for work to be done.

4 · 4

Common Area Toilets and Associated Facilities:

- 1) Deweb, wipe down and clean all other tiled or painted walls Building One, Level 1

Specifics:- Clean light fittings, door handles [disinfectant], etc, remove cobwebs and wipe painted walls.

- 2) Deweb, wipe down and clean all other tiled or painted walls Pool / BBQ area

Specifics:- Clean light fittings, ventilation grills, etc, remove cobwebs.

4 · 5

Driveways, Car Park Areas and Entrances:

- 1) Check and maintain stormwater drains and gutters in a clean and tidy condition Building Three

Specifics:- Check grates are in sound condition and secured firmly in place. Check during or following heavy rain or storms to confirm water is flowing freely from the building.

- 2) Check and maintain stormwater drains and gutters in a clean and tidy condition Building One

Specifics:- Check grates are in sound condition and secured firmly in place. Check during or following heavy rain or storms to confirm water is flowing freely from the building.

- 3) Check and maintain stormwater drains and gutters in a clean and tidy condition Building Two

Specifics:- Check grates are in sound condition and secured firmly in place. Check during or following heavy rain or storms to confirm water is flowing freely from the building.

4 · 6

Building Entrances, Foyers and Associated Areas:

- 1) De-web cornices, dust and clean light fittings, spot clean walls Building One

Specifics:- Duty includes wiping of common area doors and door frames, remove any scuff marks from walls.

- 2) De-web cornices, dust and clean light fittings, spot clean walls Building Two

Specifics:- Duty includes wiping of skirting boards and common area doors and door frames, remove any scuff marks from walls.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Monthly

4 · 6

Building Entrances, Foyers and Associated Areas:

- 3) De-web cornices, dust and clean light fittings, spot clean walls Building Three

Specifics:- Duty includes wiping of skirting boards and common area doors and door frames, remove any scuff marks from walls.

4 · 7

Fire Escape Doors, Stairs and Landings:

- 1) Sweep and clean fire escape stairs and landings, deweb lights, cornices and walls. Building One

Specifics:- Check and ensure every exit door can be easily and quickly opened from the side approached by a person seeking exit from the building. Arrange any specialist repairs.

4 · 8

General Areas:

- 1) Sweep, clean and tidy store/plant and equipment rooms

Specifics:- De-web cornices, lights and equipment, keep in a clean and tidy condition.

4 · 9

Infrastructure Administrative Services:

- 1) Monitor, provide access and record the maintenance and testing of fire indicator panels Building One

Specifics:- Sign contractor "in" and "out" and provide access for the service contractor to complete the services. Report to the Committee any notified faults or defects that require further repair or maintenance. Review daily for faults when cleaning the complex entrance. Duty applies to Building One only.

4 · 10

Lawns, Gardens and Landscape Features:

- 1) Check test and maintain the operation of the garden irrigation system

Specifics:- Check sprinkler heads are clear of any build-up of ants, etc. Adjust timers to ensure progressive coverage. Carry out minor repairs to system, arrange and supervise any major or specialist repairs at the direction of the Committee. Duty includes changing batteries in control units.

- 2) Spray and control weeds in gardens and along fence lines, paved areas, etc

Specifics:- Includes gardens along adjoining footpaths. Do not apply sprays during windy conditions or prior to impending rain. Check thickness of mulch layer to assist in weed control.

- 3) Treat lawns regularly for the eradication of Bindi, clover and other weed growths

Specifics:- Repeat applications frequently in order to kill weeds that have germinated after previous spraying.

4 · 11

Maintenance, Repairs and Services:

- 1) Instruct, provide access and liaise with contractors/tradesmen when on-site for repair work

Specifics:- Ensure all contractors provide a "Safe Work Plan". Confirm contractor's licences, registrations, insurance certificates, etc. Ensure contractors abide by the current WH & S Regulations.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Monthly

4 · 12 Outdoor Swimming Pool and Associated Areas:

- 1) Maintain pool equipment, equipment room and chemical storage facility in a clean and tidy condition

Specifics:- Ensure chemicals are stored correctly and have Material Safety Data Sheets (MSDS) available. Store chemicals on shelving and off the floor.

- 2) Brush sides of pool to remove build-up of dirt, marks or stains

Specifics:- Treat difficult stains with a suitable bleaching agent. Scrub waterline to remove suntan lotions, body fats, etc.

4 · 13 Security and Emergency Services:

- 1) Check and test intercoms and communication systems, arrange any repairs

Specifics:- Re-program if required. Arrange any specialist repairs.

- 2) Program and re-code swipe cards/fobs for security access system

Specifics:- Cancel any cards/fobs not returned on time by permanently departing residents/guests. Re-code or replace any cards and garage remotes that are reported to be not working. Maintain a record of all cards/fobs including codes.

4 · 14 Workplace Health and Safety:

- 1) Maintain a log of any accidents or incidents

Specifics:- Record on a daily basis any accident or incident. Body Corporate to be notified of any accident or incident within 24 hours. Records to be retained for 6 years as per Workplace Health & Safety Regulations.

Duties to be Performed:- Two Monthly

5 · 1 Management Administrative Services:

- 1) Attend Committee meetings, extraordinary meetings and annual general meetings

Specifics:- Prepare a report for each meeting, forward report at least 7 days prior to meeting to enable Committee Members sufficient time to review report prior to the meeting.

Duties to be Performed:- Quarterly

6 · 1 Driveways, Car Park Areas and Entrances:

- 1) Deweb, dust and clean visible pipework Building One

Specifics:- Includes light and fittings (cobweb broom) but excludes fire sprinkler systems and associated pipework.

- 2) Deweb, dust and clean visible pipework Building Two

Specifics:- Includes light and fittings (cobweb broom) but excludes fire sprinkler systems and associated pipework.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Quarterly

6 · 1

Driveways, Car Park Areas and Entrances:

- 3) Deweb, dust and clean visible pipework

Building Three

Specifics:- Includes light and fittings (cobweb broom) but excludes fire sprinkler systems and associated pipework.

6 · 2

Infrastructure Administrative Services:

- 1) Monitor, provide access and record the operation and maintenance of the passenger lifts

Specifics:- Sign contractor "in" and "out" and provide access for the service contractor to complete the services. Report to the Committee any notified faults or defects that require further repair or maintenance.

- 2) Monitor, provide access and record the testing and maintenance of sewerage pumps

Specifics:- Regularly check control panel to ensure there are no lights that could indicate a fault, arrange any specialist/emergency repairs when required.

- 3) Monitor, provide access and record the testing and servicing of the stormwater system and pumps

Specifics:- Duty includes regular inspection of each buildings water tanks and associated pump equipment. Ensure the contractor signs "in" and "out" when attending the complex. Review the performance of the contractor to ensure the contractor complies with performance conditions in their Agreement.

6 · 3

Lawns, Gardens and Landscape Features:

- 1) Spray all plants, shrubs and trees for pests and diseases

Specifics:- Seek professional advice for treatment of susceptible plants.

6 · 4

Common Area Lighting and Electrical Switchboards:

- 1) Adjust lighting and power timers as may be necessary to meet required lighting times or following power failures

Specifics:- Includes but not limited to pool filter timers and garden irrigation timers. Maintain common area lighting to meet seasonal requirements.

6 · 5

Workplace Health and Safety:

- 1) Conduct a site induction for all maintenance Contractors

Specifics:- Including obtaining proof of insurance policies, licences, Safe Work Plans, electrical compliance (test & tag). Induction applies to contractors entering site for the first time. Induction to be repeated annually with all tradespersons/contractors.

- 2) Maintain a register of all chemicals and hazardous materials used and stored on-site

Specifics:- Store chemicals/hazardous materials off the floor on shelving, provide Material Safety Data Sheets (MSDS). Keep MSDS for all chemicals/hazardous materials in the storage facility and a copy on file at Reception.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Six Monthly

7 · 1

Infrastructure Administrative Services:

- 1) Monitor, provide access and record the maintenance and operation of ventilation systems in basement car parks Building One

Specifics:- Sign contractor "in" and "out" and provide access for the service contractor to complete the services. Report to the Committee any notified faults or defects that require further repair or maintenance.

- 2) Monitor, provide access and record the maintenance and testing of fire hydrants (landing valves)

Specifics:- Sign contractor "in" and "out" and provide access for the service contractor to complete the services. Report to the Committee any notified faults or defects that require further repair or maintenance.

- 3) Monitor, provide access and record the maintenance and testing of the emergency and exit lighting and signs

Specifics:- Sign contractor "in" and "out" and provide access for the service contractor to complete the services. Report any notified faults or defects that require further repair or maintenance. AS2293-2-1995.

- 4) Monitor, provide access and record the maintenance and testing of the fire extinguisher and hose reels

Specifics:- Sign contractor "in" and "out" and provide access for the service contractor to complete the services. Report to the Committee any notified faults or defects that require further repair or maintenance.

7 · 2

Lawns, Gardens and Landscape Features:

- 1) Fertilise all common area lawns

Specifics:- Fertilise in Spring and Autumn. In between applications, lightly feed regularly (6 - 8 week intervals) with a fertiliser high in Nitrogen and Potassium.

- 2) Arrange, provide access and supervise contractors for the maintenance of inaccessible embankments

Specifics:- Duty applies to embankment areas requiring qualified contractors with suitable equipment.

7 · 3

Maintenance, Repairs and Services:

- 1) Arrange, provide access and monitor common area pest control

Specifics:- Place out notices to advise residents/guests/visitors of pending chemical spraying.

Duties to be Performed:- Annually

8 · 1

Management Administrative Services:

- 1) Assist the Committee in the preparation of the Administrative and Sinking Fund budgets for the next financial year

Specifics:- Provide advice on future maintenance issues that may need to be included in the budget.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Annually

8 · 2

Compliance Management:

- 1) Obtain and record a Certificate of Compliance/Occupier's Statement from the service contractor, make available on demand
Specifics:- Copy of Certificate to be displayed in a prominent place. Records to be maintained in a way that will preserve them in the event of a fire. Duty applies to all three buildings.
- 2) Obtain and record Certificate of Compliance for swimming pool, make available on demand
Specifics:- Report any non-compliance issues with the pool fencing and gates, instigate procedures to have the faults rectified immediately. Lock pool facility if necessary for safety reasons until compliance is achieved. Make certificate available upon request.
- 3) Engage a qualified consultant to review and update the Workplace Health & Safety Plan
Specifics:- Instigate any new strategies recommended in the plan as directed by the Body Corporate.

8 · 3

Emergency and Evacuation Procedures:

- 1) Rehearse building evacuation procedures and review evacuation plan (Building Fire Safety Regulations 2008) Building One
Specifics:- Evacuation drills or practice must be conducted every 12 months by enough people and in such a way that the evacuation plan is adequately tested. Maintain records of date of evacuation, start and finish times; any action taken as a result of evacuation drill. (BFSR 44).
- 2) Respond to fire alarms (genuine or false) when alerted and take appropriate action Building One
Specifics:- Evacuate occupants, check source of alarm, check fire panel, liaise with attending Fire Brigade and escort to source of alarm, attend to occupants and clear building for re-entry.
- 3) Rehearse building evacuation procedures and review evacuation plan (Building Fire Safety Regulations 2008) Building Two
Specifics:- Evacuation drills or practice must be conducted every 12 months by enough people and in such a way that the evacuation plan is adequately tested. Maintain records of date of evacuation, start and finish times; any action taken as a result of evacuation drill. (BFSR 44).
- 4) Respond to fire alarms (genuine or false) when alerted and take appropriate action Building Two
Specifics:- Evacuate occupants, check source of alarm, check fire panel, liaise with attending Fire Brigade and escort to source of alarm, attend to occupants and clear building for re-entry.
- 5) Rehearse building evacuation procedures and review evacuation plan (Building Fire Safety Regulations 2008) Building Three
Specifics:- Evacuation drills or practice must be conducted every 12 months by enough people and in such a way that the evacuation plan is adequately tested. Maintain records of date of evacuation, start and finish times; any action taken as a result of evacuation drill. (BFSR 44).
- 6) Respond to fire alarms (genuine or false) when alerted and take appropriate action Building Three
Specifics:- Evacuate occupants, check source of alarm, check fire panel, liaise with attending Fire Brigade and escort to source of alarm, attend to occupants and clear building for re-entry.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Annually

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Infrastructure Administrative Services:

- 1) Arrange and supervise the testing of installed water back-flow devices

Specifics:- Service to be performed by a qualified and registered plumber. Testing required to comply with Australian Standard AS 2845.3.
- 2) Maintain a register of the complex's plans and specifications

Specifics:- Make "as built" plans available to contractors/service personnel upon request when on-site for repairs or maintenance. Maintain a master register to record any changes, additions or relocations effected by contractors to any common property infrastructure such as electricals, plumbing works or irrigation, and attach relevant plans
- 3) Monitor, provide access and record the maintenance and testing of all fire doors and self-closers

Specifics:- Applies to fire doors serving as entry doors to sole occupancy units under Australian Standard AS1851 - Section 17. Report to the Committee any notified faults or defects that require repair. Duty applies to all units in Building One and only parts of Buildings Two & Three (units located within the lift foyer entries only).
- 4) Monitor, provide access and record the testing of car park exhaust detection sensors Building One

Specifics:- See Building Services Manual for locations of sensors. Duty applies to Building One only.
- 5) Monitor, provide access and record the testing of fire alarm systems - thermal and smoke detectors

Specifics:- Sign contractor "in" and "out" and provide access for the service contractor to complete the services. Report to the Committee any notified faults or defects that require further repairs or maintenance.
- 6) Monitor, provide access and record the testing of Residual Current Devices by a qualified inspector

Specifics:- Sign contractor "in" and "out" and provide access for the service contractor to complete the services. Report to the Committee any notified faults or defects that require further repair or maintenance. Duty applies to all three buildings and the common property areas.
- 7) Monitor, provide access and record the maintenance and servicing of the automatic entry/exit gates

Specifics:- Ensure the contractor signs "in" and "out" when attending the complex. Review the performance of the contractor to ensure the contractor complies with performance conditions in their Agreement. Maintain a log recording the date of each test.

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Lawns, Gardens and Landscape Features:

- 1) Arrange and supervise contractors for the carrying out of major pruning and thinning out of shrubs, plants and gardens generally

Specifics:- Ensure all shrubs, plants and gardens are pruned and thinned at least once annually with all trimmings removed off-site by the contractor. Duty includes exotic and flowering plants, replacement & replanting of damaged shrubs, plants, etc. Contracted services are at the cost of the Body Corporate.
- 2) Arrange and supervise contractors for the pruning and cutting back of large trees

Specifics:- Applies to trees and palms that exceed a fall height/working height of two metres as per Workplace Health and Safety Regulations.
- 3) Arrange, provide access and supervise the mulching of gardens by Contractor

Specifics:- Instigate a mulching program to ensure all gardens are mulched on a rotational basis at least once per year. Mulch to be provided at the cost of the Body Corporate.

Caretaker's Specific Duties and Responsibilities Schedule Example Apartments

Location

Duties to be Performed:- Annually

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Maintenance, Repairs and Services:

- 1) Arrange, provide access and monitor the machine scrubbing of common area tiles as required

Specifics:- Ensure tiled pedestrian areas meet the Australian Standard AS/NZS 4663 resistance slip test following scrubbing.

- 2) Arrange, provide access and supervise the high pressure cleaning of driveways, walkways, entrances and paved areas

Specifics:- Obtain quotes from independent contractors on behalf of the Body Corporate when required or as instructed by the Body Corporate.