

## Duties and Times Schedule

**Complex:** **Example Apartments**

<u>DutyID</u>	<u>Duty</u>	<u>Frequency</u>	<u>TimeBlock</u>
<b>ARE01.0</b>	<b>Access Roads and Entrances:</b>		
	<i>Location:</i>		
ARE01.01	Check all areas, pick up and dispose of any rubbish	Weekly	50.00
	<b><i>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.</i></b>		
ARE01.02	Monitor residents and visitor parking	Weekly	10.00
	<b><i>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.</i></b>		
ARE01.03	Blowervac and clean internal roads and visitor car parks	Weekly	30.00
	<b><i>Specifics:- Duty relates to the main driveway shared by all buildings and the visitor car parking areas.</i></b>		
ARE01.07	Trim back any accessible overhanging branches	Monthly	30.00
	<b><i>Specifics: Trim back any branches or trees that could create a hazard or obstruct vision.</i></b>		
ARE01.11	Spot clean common area roadways/driveways and visitor car park oil and grease spills and drips	Monthly	20.00
	<b><i>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.</i></b>		
ARE01.12	Check and keep clean all roadway drains and gutters	Monthly	15.00
	<b><i>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.</i></b>		

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
ARE01.0	Weekly	90.00	1.50
ARE01.0	Monthly	65.00	0.25
<b>Total Weekly Hours</b>			<b>1.75</b>

**Duties and Times Schedule**

Complex:

**Example Apartments**

<u>DutyID</u>	<u>Duty</u>	<u>Frequency</u>	<u>TimeBlock</u>
<b>BBQ01.0</b>	<b>Barbecues and Outdoor Entertaining Areas:</b>		
	<b>Location:</b>		
BBQ01.03	Check barbecues have been cleaned by users, clean plates and drip trays if required	Weekly	25.00
	<b>Specifics:- Check plate daily &amp; 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.</b>		
BBQ01.04	Check general areas, pick up litter, empty rubbish bins and tidy areas	Weekly	25.00
	<b>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.</b>		
BBQ01.05	Check correct operation of barbecue controls, check and maintain gas supplies	Weekly	5.00
	<b>Specifics:- Check gas bottle and replace as required. Check for damaged or missing control knobs.</b>		
BBQ01.08	Deweb, dust, hose (when no water restrictions apply) and clean accessible areas of barbecue pergola	Monthly	15.00
	<b>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 of platform.</b>		
BBQ01.12	Sweep/hose (when no water restrictions apply)/and clean paved/tiled barbecue areas	Weekly	15.00
	<b>Specifics:- Spot clean any fats/spillages. Duty applies to the adjoining outdoor entertaining areas.</b>		
BBQ01.13	Wipe and clean tables, chairs and associated furniture with suitable cleanser	Weekly	10.00
	<b>Specifics:- Keep furniture in a safe and serviceable condition and arranged in a tidy manner, report any damaged or missing furniture.</b>		

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
BBQ01.0	Weekly	80.00	1.33
BBQ01.0	Monthly	15.00	0.06
<b>Total Weekly Hours</b>			<b>1.39</b>

## Duties and Times Schedule

Complex:

Example Apartments

<u>DutyID</u>	<u>Duty</u>	<u>Frequency</u>	<u>TimeBlock</u>
<b>BCM01.0</b>	<b>Management Administrative Services:</b>		
	<b>Location:</b>		
BCM01.04	Assist the Committee in the preparation of the Administrative and Sinking Fund budgets for the next financial year	Annually	120.00
	<b>Specifics:- Provide advice on future maintenance issues that may need to be included in the budget.</b>		
BCM01.05	Attend Committee meetings, extraordinary meetings and annual general meetings	Two Monthly	90.00
	<b>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.</b>		
BCM01.07	Be available to liaise with Committee Representative and attend to relative common property issues	Weekly	30.00
	<b>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.</b>		
BCM01.08	Carry out regular complex inspections and report to the Committee	Monthly	30.00
	<b>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.</b>		
BCM01.09	Check and endorse as correct for payment any accounts operated on behalf of the Committee	Monthly	30.00
	<b>Specifics:- Check and verify invoices/accounts (stamp &amp; sign). Forward originals to Body Corporate for approval and payment. Maintain a copy on file on-site.</b>		
BCM01.19	Monitor the observance of the by-laws by those using the common property or within a Lot	Weekly	25.00
	<b>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.</b>		
BCM01.21	Arrange all materials and supplies necessary to carry out the caretaking duties to generally maintain the Common Property	Monthly	60.00
	<b>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.</b>		
BCM01.22	Prepare and place notices in lifts, on notice boards, etc when and as instructed by the Committee Representative	Fortnightly	15.00
	<b>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</b>		
BCM01.25	Prepare and submit invoice for reimbursement of out-of-pocket expenses, pay COD Suppliers	Monthly	30.00
	<b>Specifics:- Pay COD suppliers in a manner requested. Provide original invoices as proof of purchase of supplies for use in common property areas.</b>		

**Duties and Times Schedule**

**Complex:**

**Example Apartments**

DutyID Duty Frequency TimeBlock

**BCM01.0 Management Administrative Services:**

BCM01.33 Source quotations that are requested by the Committee for repairs or specialist maintenance Monthly 60.00

***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.***

BCM01.65 Be available or contactable on-site for Owners or Occupiers to be able to attend to any common property issues Weekly 120.00

***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.***

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
BCM01.0	Weekly	175.00	2.92
BCM01.0	Fortnightly	15.00	0.13
BCM01.0	Monthly	210.00	0.81
BCM01.0	Two Monthly	90.00	0.17
BCM01.0	Annually	120.00	0.04
<b>Total Weekly Hours</b>			<b>4.06</b>

**Duties and Times Schedule**

**Complex: Example Apartments**

DutyID Duty Frequency TimeBlock

**CAT01.0 Common Area Toilets and Associated Facilities:**

**Location: Building One, Level 1**

CAT01.07 Deweb, wipe down and clean all other tiled or painted walls Monthly 5.00

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

CAT01.25 Clean Unisex toilet and associated facilities Weekly 3.00

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

**Location: Pool / BBQ area**

CAT01.07 Deweb, wipe down and clean all other tiled or painted walls Monthly 5.00

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

CAT01.25 Clean Unisex toilet and associated facilities Daily 3.00

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

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
CAT01.0	Daily	3.00	0.35
CAT01.0	Weekly	3.00	0.05
CAT01.0	Monthly	10.00	0.04
<b>Total Weekly Hours</b>			<b>0.44</b>

**Duties and Times Schedule**

**Complex: Example Apartments**

DutyID Duty Frequency TimeBlock

**CPL01.0 Compliance Management:**

**Location:**

CPL01.04 Obtain and record a Certificate of Compliance/Occupier's Statement from the service contractor, make available on demand Annually 30.00

**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.**

CPL01.05 Obtain and record Certificate of Compliance for swimming pool, make available on demand Annually 20.00

**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.**

CPL01.06 Engage a qualified consultant to review and update the Workplace Health & Safety Plan Annually 60.00

**Specifics:- Instigate any new strategies recommended in the plan as directed by the Body Corporate.**

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
CPL01.0	Annually	110.00	0.04
<b>Total Weekly Hours</b>			<b>0.04</b>

**Duties and Times Schedule**

Complex: **Example Apartments**

DutyID Duty Frequency TimeBlock

**DCE01.0 Driveways, Car Park Areas and Entrances:**

**Location: Building One**

DCE01.04 Blower/vac/sweep/hose (when lawful) and clean car park entrance and driveways Weekly 10.00

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

DCE01.06 Check and clean car park lift lobby areas Weekly 10.00

**Specifics:- Sweep/mop and clean tiles areas on each car park level. Spot clean lift doors, frames and call buttons.**

DCE01.08 Check and maintain operation of automatic vehicle entry/exit doors/gates to car park (watch through full cycle) Weekly 3.00

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

DCE01.42 Check and maintain stormwater drains and gutters in a clean and tidy condition Monthly 5.00

**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.**

DCE01.56 Deweb, dust and clean visible pipework Quarterly 15.00

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

DCE01.74 Blower/vac, sweep and clean basement driveways Weekly 15.00

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

**Location: Building Three**

DCE01.04 Blower/vac/sweep/hose (when lawful) and clean car park entrance and driveways Weekly 10.00

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

DCE01.06 Check and clean car park lift lobby areas Weekly 10.00

**Specifics:- Sweep/mop and clean tiles areas on each car park level. Spot clean lift doors, frames and call buttons.**

## Duties and Times Schedule

Complex:

Example Apartments

<u>DutyID</u>	<u>Duty</u>	<u>Frequency</u>	<u>TimeBlock</u>
<b>DCE01.0</b>	<b>Driveways, Car Park Areas and Entrances:</b>		
DCE01.08	Check and maintain operation of automatic vehicle entry/exit doors/gates to car park (watch through full cycle)	Weekly	3.00
	<b>Specifics:- Check associated control switches and safety limiter systems are functioning correctly, lubricate any noisy components, arrange any specialist repairs.</b>		
DCE01.42	Check and maintain stormwater drains and gutters in a clean and tidy condition	Monthly	5.00
	<b>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.</b>		
DCE01.56	Deweb, dust and clean visible pipework	Quarterly	15.00
	<b>Specifics:- Includes light and fittings (cobweb broom) but excludes fire sprinkler systems and associated pipework.</b>		
DCE01.74	Blower/vac, sweep and clean basement driveways	Weekly	15.00
	<b>Specifics:- Duty does not apply to individual car park spaces. Hosing of driveways [when lawful] and as directed by committee.</b>		
	<b>Location: Building Two</b>		
DCE01.04	Blower/vac/sweep/hose (when lawful) and clean car park entrance and driveways	Weekly	10.00
	<b>Specifics:- Duty applies to driveways, ramps and associated vehicle access areas.</b>		
DCE01.06	Check and clean car park lift lobby areas	Weekly	10.00
	<b>Specifics:- Sweep/mop and clean tiles areas on each car park level. Spot clean lift doors, frames and call buttons.</b>		
DCE01.08	Check and maintain operation of automatic vehicle entry/exit doors/gates to car park (watch through full cycle)	Weekly	3.00
	<b>Specifics:- Check associated control switches and safety limiter systems are functioning correctly, lubricate any noisy components, arrange any specialist repairs.</b>		
DCE01.25	Sweep and clean all access areas to private storage cages	Weekly	5.00
	<b>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.</b>		
DCE01.42	Check and maintain stormwater drains and gutters in a clean and tidy condition	Monthly	5.00
	<b>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.</b>		



**Duties and Times Schedule**

**Complex:**

**Example Apartments**

DutyID Duty Frequency TimeBlock

**DCE01.0 Driveways, Car Park Areas and Entrances:**

DCE01.56 Deweb, dust and clean visible pipework Quarterly 15.00

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

DCE01.74 Blower/vac, sweep and clean basement driveways Weekly 15.00

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

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
DCE01.0	Weekly	119.00	1.98
DCE01.0	Monthly	15.00	0.06
DCE01.0	Quarterly	45.00	0.06
<b>Total Weekly Hours</b>			<b>2.10</b>

## Duties and Times Schedule

**Complex:** **Example Apartments**

<u>DutyID</u>	<u>Duty</u>	<u>Frequency</u>	<u>TimeBlock</u>
---------------	-------------	------------------	------------------

**EFF01.0** **Building Entrances, Foyers and Associated Areas:**

**Location:**

EFF01.34	Check entrances, forecourt areas, stairs and ramps, pick up litter and spot clean if required	Weekly	225.00
----------	---	--------	--------

**Specifics:- Check all building entrances, tiled breezeways and unit entrances. Spot clean as necessary (leaves, litter, animal droppings, etc). Duty performed Monday to Friday.**

**Location: Building One**

EFF01.02	Clean lift cars internally	Weekly	10.00
----------	----------------------------	--------	-------

**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.**

EFF01.16	Clean and polish lift doors and door frames on all levels	Weekly	20.00
----------	---	--------	-------

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

EFF01.32	De-web cornices, dust and clean light fittings, spot clean walls	Monthly	10.00
----------	--	---------	-------

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

EFF01.41	Sweep, mop and clean tiled areas of residential floor level foyers	Weekly	75.00
----------	--	--------	-------

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

**Location: Building Three**

EFF01.02	Clean lift cars internally	Weekly	10.00
----------	----------------------------	--------	-------

**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.**

EFF01.16	Clean and polish lift doors and door frames on all levels	Weekly	20.00
----------	---	--------	-------

**Specifics:- Wipe doors and frames with stainless steel protective oil.**

EFF01.32	De-web cornices, dust and clean light fittings, spot clean walls	Monthly	10.00
----------	--	---------	-------

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

### Duties and Times Schedule

Complex: **Example Apartments**

DutyID Duty Frequency TimeBlock

**EFF01.0 Building Entrances, Foyers and Associated Areas:**

EFF01.41 Sweep, mop and clean tiled areas of residential floor level foyers Weekly 75.00

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

**Location: Building Two**

EFF01.02 Clean lift cars internally Weekly 10.00

**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.**

EFF01.16 Clean and polish lift doors and door frames on all levels Weekly 20.00

**Specifics:- Wipe doors and frames with stainless steel protective oil.**

EFF01.32 De-web cornices, dust and clean light fittings, spot clean walls Monthly 10.00

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

EFF01.41 Sweep, mop and clean tiled areas of residential floor level foyers Weekly 60.00

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

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
EFF01.0	Weekly	525.00	8.75
EFF01.0	Monthly	30.00	0.12
<b>Total Weekly Hours</b>			<b>8.87</b>

**Duties and Times Schedule**

**Complex: Example Apartments**

DutyID Duty Frequency TimeBlock

**EMP01.0 Emergency and Evacuation Procedures:**

**Location: Building One**

EMP01.02 Rehearse building evacuation procedures and review evacuation plan (Building Fire Safety Regulations 2008) Annually 30.00

**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).**

EMP01.06 Respond to fire alarms (genuine or false) when alerted and take appropriate action Annually 90.00

**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.**

**Location: Building Three**

EMP01.02 Rehearse building evacuation procedures and review evacuation plan (Building Fire Safety Regulations 2008) Annually 30.00

**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).**

EMP01.06 Respond to fire alarms (genuine or false) when alerted and take appropriate action Annually 30.00

**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.**

**Location: Building Two**

EMP01.02 Rehearse building evacuation procedures and review evacuation plan (Building Fire Safety Regulations 2008) Annually 30.00

**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).**

EMP01.06 Respond to fire alarms (genuine or false) when alerted and take appropriate action Annually 30.00

**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.**

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
EMP01.0	Annually	240.00	0.08
<b>Total Weekly Hours</b>			<b>0.08</b>

**Duties and Times Schedule**

**Complex:**

**Example Apartments**

DutyID Duty

Frequency TimeBlock

**FES01.0 Fire Escape Doors, Stairs and Landings:**

**Location: Building One**

FES01.03	Sweep and clean fire escape stairs and landings, deweb lights, cornices and walls.	Monthly	15.00
----------	--	---------	-------

**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.**

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
FES01.0	Monthly	15.00	0.06
<b>Total Weekly Hours</b>			<b>0.06</b>

## Duties and Times Schedule

Complex:

Example Apartments

DutyID Duty Frequency TimeBlock

### GEN01.0

#### General Areas:

##### Location:

GEN01.31 Sweep, clean and tidy store/plant and equipment rooms Monthly 30.00

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

GEN01.59 Blowervac/sweep and clean access boardwalks and stairs to each lodge Weekly 90.00

**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**

GEN01.61 Blowervac/ sweep/ hose (when lawful) all outdoor paths, stairs, etc Weekly 30.00

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

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
GEN01.0	Weekly	120.00	2.00
GEN01.0	Monthly	30.00	0.12
<b>Total Weekly Hours</b>			<b>2.12</b>

## Duties and Times Schedule

Complex:

Example Apartments

aDutyID	Duty	Frequency	TimeBlock
<b>IAS01.0</b>	<b>Infrastructure Administrative Services:</b>		
	<b>Location:</b>		
IAS01.03	Arrange and supervise the testing of installed water back-flow devices	Annually	30.00
	<b>Specifics:- Service to be performed by a qualified and registered plumber. Testing required to comply with Australian Standard AS 2845.3.</b>		
IAS01.09	Maintain a register of the complex's plans and specifications	Annually	20.00
	<b>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</b>		
IAS01.17	Monitor, provide access and record the maintenance and testing of fire hydrants (landing valves)	Six Monthly	30.00
	<b>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.</b>		
IAS01.22	Monitor, provide access and record the maintenance and testing of the emergency and exit lighting and signs	Six Monthly	30.00
	<b>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.</b>		
IAS01.23	Monitor, provide access and record the maintenance and testing of the fire extinguisher and hose reels	Six Monthly	30.00
	<b>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.</b>		
IAS01.26	Monitor, provide access and record the operation and maintenance of the passenger lifts	Quarterly	30.00
	<b>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.</b>		
IAS01.32	Monitor, provide access and record the testing of fire alarm systems - thermal and smoke detectors	Annually	30.00
	<b>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.</b>		
IAS01.42	Monitor, provide access and record the testing of Residual Current Devices by a qualified inspector	Annually	30.00
	<b>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.</b>		
IAS01.51	Monitor, provide access and record the maintenance and servicing of the automatic entry/exit gates	Annually	30.00
	<b>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.</b>		

## Duties and Times Schedule

**Complex:**

**Example Apartments**

<u>DutyID</u>	<u>Duty</u>	<u>Frequency</u>	<u>TimeBlock</u>
<b>IAS01.0 Infrastructure Administrative Services:</b>			
IAS01.67	Monitor, provide access and record the testing and maintenance of sewerage pumps	Quarterly	60.00
<b>Specifics:- Regularly check control panel to ensure there are no lights that could indicate a fault, arrange any specialist/emergency repairs when required.</b>			
IAS01.98	Monitor, provide access and record the testing and servicing of the stormwater system and pumps	Quarterly	90.00
<b>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</b>			
INFS01.08	Monitor, provide access and record the maintenance and testing of all fire doors and self-closers	Annually	120.00
<b>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 &amp; Three (units located within the lift</b>			
<b>Location: Building One</b>			
IAS01.15	Monitor, provide access and record the maintenance and operation of ventilation systems in basement car parks	Six Monthly	20.00
<b>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.</b>			
IAS01.18	Monitor, provide access and record the maintenance and testing of fire indicator panels	Monthly	10.00
<b>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.</b>			
IAS01.55	Monitor, provide access and record the testing of car park exhaust detection sensors	Annually	20.00
<b>Specifics:- See Building Services Manual for locations of sensors. Duty applies to Building One only.</b>			

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
IAS01.0	Monthly	10.00	0.04
IAS01.0	Quarterly	180.00	0.23
IAS01.0	Six Monthly	110.00	0.07
IAS01.0	Annually	280.00	0.09
<b>Total Weekly Hours</b>			<b>0.43</b>



## Duties and Times Schedule

Complex:

Example Apartments

<u>DutyID</u>	<u>Duty</u>	<u>Frequency</u>	<u>TimeBlock</u>
<b>LGL01.0</b>	<b>Lawns, Gardens and Landscape Features:</b>		
	<i>Location:</i>		
LGL01.02	Arrange and supervise contractors for the pruning and cutting back of large trees	Annually	180.00
	<b>Specifics:- Applies to trees and palms that exceed a fall height/working height of two metres as per Workplace Health and Safety Regulations.</b>		
LGL01.05	Arrange, provide access and supervise the mulching of gardens by Contractor	Annually	180.00
	<b>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.</b>		
LGL01.114	Arrange and supervise contractors for the carrying out of major pruning and thinning out of shrubs, plants and gardens generally	Annually	180.00
	<b>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 &amp; replanting of damaged shrubs, plants, etc. Contracted services are at the cost of the Body Corporate.</b>		
LGL01.12	Check test and maintain the operation of the garden irrigation system	Monthly	90.00
	<b>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.</b>		
LGL01.17	Fertilise all common area lawns	Six Monthly	30.00
	<b>Specifics:- Fertilise in Spring and Autumn. In between applications, lightly feed regularly (6 - 8 week intervals) with a fertiliser high in Nitrogen and Potassium.</b>		
LGL01.21	Prune, trim and shape all hedges and shrubs, clean up and dispose of trimmings	Weekly	240.00
	<b>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.</b>		
LGL01.26	Pick up and dispose of litter, dead foliage, fronds and branches from lawns and gardens	Weekly	120.00
	<b>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.</b>		
LGL01.32	Spray all plants, shrubs and trees for pests and diseases	Quarterly	180.00
	<b>Specifics:- Seek professional advice for treatment of susceptible plants.</b>		
LGL01.33	Spray and control weeds in gardens and along fence lines, paved areas, etc	Monthly	480.00
	<b>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.</b>		

## Duties and Times Schedule

Complex:

Example Apartments

DutyID Duty Frequency TimeBlock

### LGL01.0 Lawns, Gardens and Landscape Features:

LGL01.40 Treat lawns regularly for the eradication of Bindi, clover and other weed growths Monthly 45.00

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

LGL01.43 Edge along all paths, driveways, around gardens, shrubs, lights and fixtures Fortnightly 40.00

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

LGL01.55 Arrange, provide access and supervise contractors for the maintenance of inaccessible embankments Six Monthly 60.00

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

LGL01.60 Hand water potted plants and garden areas not covered by the sprinkler system Weekly 30.00

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

LGL01.94 Mowing of all common area lawns during spring/summer warmer months Weekly 65.00

**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).**

LGL01.95 Mowing of all common area lawns during autumn/winter cooler months Fortnightly 50.00

**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).**

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
LGL01.0	Weekly	455.00	7.58
LGL01.0	Fortnightly	90.00	0.75
LGL01.0	Monthly	615.00	2.37
LGL01.0	Quarterly	180.00	0.23
LGL01.0	Six Monthly	90.00	0.06
LGL01.0	Annually	540.00	0.17
<b>Total Weekly Hours</b>			<b>11.16</b>

### Duties and Times Schedule

Complex: **Example Apartments**

DutyID Duty Frequency TimeBlock

**LIG01.0 Common Area Lighting and Electrical**

**Location:**

LIG01.01 Adjust lighting and power timers as may be necessary to meet required lighting times or following power failures Quarterly 30.00

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

LIG01.07 Inspect and maintain accessible lighting in outdoor pool and barbecue areas, grounds, walkways and associated areas Weekly 15.00

**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).**

LIG01.18 Inspect and maintain accessible lighting in floor level foyers, lift cars and fire stairs Weekly 15.00

**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.**

LIG01.25 Inspect and maintain accessible lighting in basement car park Weekly 15.00

**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.**

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
LIG01.0	Weekly	45.00	0.75
LIG01.0	Quarterly	30.00	0.04
<b>Total Weekly Hours</b>			<b>0.79</b>

## Duties and Times Schedule

Complex: **Example Apartments**

DutyID Duty Frequency TimeBlock

### MNT01.0 Maintenance, Repairs and Services:

**Location:**

MNT01.02 Arrange, provide access and monitor common area pest control Six Monthly 60.00

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

MNT01.07 Arrange, provide access and supervise the high pressure cleaning of driveways, walkways, entrances and paved areas Annually 60.00

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

MNT01.29 Instruct, provide access and liaise with contractors/tradesmen when on-site for repair work Monthly 180.00

**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.**

MNT01.90 Arrange, provide access and monitor the machine scrubbing of common area tiles as required Annually 60.00

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

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
MNT01.0	Monthly	180.00	0.69
MNT01.0	Six Monthly	60.00	0.04
MNT01.0	Annually	120.00	0.04
<b>Total Weekly Hours</b>			<b>0.77</b>

## Duties and Times Schedule

Complex:

Example Apartments

<u>DutyID</u>	<u>Duty</u>	<u>Frequency</u>	<u>TimeBlock</u>
<b>OSP01.0</b>	<b>Outdoor Swimming Pool and Associated Areas:</b>		
	<i>Location:</i>		
OSP01.01	Tidy and clean poolside furniture	Daily	5.00
	<b><i>Specifics:- Keep poolside furniture arranged in a tidy manner. Clean any stains, suntan lotions, etc. Report any missing or damaged furniture.</i></b>		
OSP01.02	Brush sides of pool to remove build-up of dirt, marks or stains	Monthly	45.00
	<b><i>Specifics:- Treat difficult stains with a suitable bleaching agent. Scrub waterline to remove suntan lotions, body fats, etc.</i></b>		
OSP01.03	Carry out complete clean of all pool glass safety fencing and gates	Weekly	60.00
	<b><i>Specifics:- Hose and clean pool glass fencing.</i></b>		
OSP01.05	Check and ensure correct pump operation, maintain the operation of the automatic chlorinator	Weekly	10.00
	<b><i>Specifics:- Check for any leaks or unusual noises in the pumps or motors, check the chlorinator and adjust when required. Arrange any specialist repairs.</i></b>		
OSP01.08	Check area, pick up and dispose of rubbish and litter	Daily	5.00
	<b><i>Specifics:- Empty any rubbish bins, check randomly throughout the day to ensure area remains in a clean and tidy condition.</i></b>		
OSP01.11	Check, empty and service pool skimmer baskets as required	Weekly	30.00
	<b><i>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.</i></b>		
OSP01.14	Check pool safety fencing, test and lubricate gate mechanisms	Weekly	5.00
	<b><i>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.</i></b>		
OSP01.22	Maintain pool equipment, equipment room and chemical storage facility in a clean and tidy condition	Monthly	10.00
	<b><i>Specifics:- Ensure chemicals are stored correctly and have Material Safety Data Sheets (MSDS) available. Store chemicals on shelving and off the floor.</i></b>		
OSP01.29	Remove floating and suspended matter from pool using scoop net	Daily	10.00
	<b><i>Specifics:- Remove any leaves or floating rubbish that may stain the pool surface or clog the skimmer or filter baskets if left unattended.</i></b>		

## Duties and Times Schedule

Complex:

Example Apartments

<u>DutyID</u>	<u>Duty</u>	<u>Frequency</u>	<u>TimeBlock</u>
<b>OSP01.0</b>	<b>Outdoor Swimming Pool and Associated Areas:</b>		
OSP01.37	Spot clean pool glass safety fencing and gates to remove finger marks, etc	Daily	5.00
	<b>Specifics:- Remove finger marks and suntan lotion from pool access gates, glass fencing and associated areas.</b>		
OSP01.38	Sweep, hose (when lawful) and clean pool surrounds	Weekly	10.00
	<b>Specifics:- Cleaning to be completed with minimal disruption to users.</b>		
OSP01.40	Test, record and adjust swimming pool chemical balance (chlorine & pH only)	Daily	5.00
	<b>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.</b>		
OSP01.47	Remove pump filter basket, clean and refit	Weekly	5.00
	<b>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.</b>		
OSP01.50	Clean stainless steel hand railings	Weekly	5.00
	<b>Specifics:- Duty applies to the entry/exit hand rail. Thoroughly remove all grease, finger marks and other organic contaminants with a non-chlorinated solvent.</b>		
OSP01.69	Vacuum and clean pool	Weekly	60.00
	<b>Specifics:- Vacuuming required on an average of three times weekly depending on seasonal conditions and usage. Clean as required.</b>		

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
OSP01.0	Daily	30.00	3.50
OSP01.0	Weekly	185.00	3.08
OSP01.0	Monthly	55.00	0.21
<b>Total Weekly Hours</b>			<b>6.80</b>

**Duties and Times Schedule**

Complex: **Example Apartments**

<u>DutyID</u>	<u>Duty</u>	<u>Frequency</u>	<u>TimeBlock</u>
<b>RUB01.0</b>	<b>Rubbish Disposal:</b>		
	<b>Location:</b>		
RUB01.11	Check rubbish bins daily, sort and level bin deposits, rotate full bins as necessary	Daily	5.00
	<b>Specifics:- Check bins [general waste] throughout the day for any over-flowing issues, incorrect disposal of items or any excess items.</b>		
RUB01.16	Clean up spillage of refuse and broken glass left by garbage collection contractor	Weekly	10.00
	<b>Specifics:- Bin area to be maintained in a clean and tidy condition. General waste bins collected three times weekly.</b>		
RUB01.43	Arrange, provide access and supervise contractor to clean and disinfect rubbish bins	Weekly	5.00
	<b>Specifics:- Ensure bin area is cleaned after the contractor service.</b>		
RUB01.62	Check and sort recycle bins, keep area clean and tidy	Weekly	10.00
	<b>Specifics:- Check recycle bins to remove any non-recyclable materials. Recycle Bins are collected once a week.</b>		
RUB01.71	Sweep, hose (when lawful) and clean rubbish bin storage area	Daily	5.00
	<b>Specifics:- Duty applies to rubbish bin storage area.</b>		

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
RUB01.0	Daily	10.00	1.17
RUB01.0	Weekly	25.00	0.42
	<b>Total Weekly Hours</b>		<b>1.58</b>

**Duties and Times Schedule**

**Complex: Example Apartments**

DutyID Duty Frequency TimeBlock

**SEC01.0 Security and Emergency Services:**

***Location:***

SEC01.06 Check and test intercoms and communication systems, arrange any repairs Monthly 10.00

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

SEC01.16 Program and re-code swipe cards/fobs for security access system Monthly 10.00

***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.***

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
SEC01.0	Monthly	20.00	0.08
<b>Total Weekly Hours</b>			<b>0.08</b>



**Duties and Times Schedule**

**Complex: Example Apartments**

DutyID Duty Frequency TimeBlock

**WHS01.0 Workplace Health and Safety:**

**Location:**

WHS01.01 Maintain a log of any accidents or incidents Monthly 10.00

**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.**

WHS01.02 Conduct a site induction for all maintenance Contractors Quarterly 30.00

**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.**

WHS01.06 Require all Contractors that provide services to the Body Corporate to sign "in" and "out" when entering and prior to leaving the site. Weekly 5.00

**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).**

WHS01.09 Maintain a register of all chemicals and hazardous materials used and stored on-site Quarterly 10.00

**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.**

<u>DutyCategoryId</u>	<u>Frequency</u>	<u>TotalMinutes</u>	<u>EquatedWeeklyHours</u>
WHS01.0	Weekly	5.00	0.08
WHS01.0	Monthly	10.00	0.04
WHS01.0	Quarterly	40.00	0.05
<b>Total Weekly Hours</b>			<b>0.17</b>

**Duties and Times Schedule**

**Complex:**

**Example Apartments**

DutyID Duty

Frequency TimeBlock

<b>Complex Grand Totals</b>	<b><u>Frequency</u></b>	<b><u>Equated Min Reqd Daily Hours</u></b>	<b><u>Equated Weekly Hours</u></b>	<b><u>Equated Annual Hours</u></b>
	Daily	0.72	5.02	260.88
	Weekly	0.00	30.45	1,583.35
	Fortnightly	0.00	0.88	45.50
	Monthly	0.00	4.92	255.94
	Two Monthly	0.00	0.17	9.00
	Quarterly	0.00	0.61	31.67
	Six Monthly	0.00	0.17	8.68
	Annually	0.00	0.45	23.45
			<b>42.66</b>	<b>2,218.48</b>