

Duties and Times Schedules

Example Apartments

Duties performed Monday to Sunday Inclusive

BBQ	Barbecues and Associated Entertaining Areas			
	Location: Swimming Pool Barbecues			
Duty ID	Duty Details	Role	Freq.	Time
002	Check barbecues, clean barbecue plates and confirm proper and safe operation <i>Specifics: Check and clean. Check rubbish bin and empty, check general area and keep in a clean, tidy and hygienic condition and available for use at all times</i> Refer ABMA Code: Table 12C - Cleaning Standards - Compliance Levels - External Zones].	Cleaner	Daily	5
004	Check general areas, pick up litter, empty rubbish bins and tidy areas <i>Specifics: Wipe bin covers, replace bin liners, keep bin locations in a clean and tidy condition</i> Refer ABMA Code: Table 12C - Cleaning Standards - Compliance Levels - External Zones.	Cleaner	Daily	2
006	Clean/replace barbecue drip trays/grease collectors/buckets <i>Specifics: Check operation of controls, arrange any specialist repairs</i> Refer ABMA Code: Chapter 12 - Part B Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (1).	Cleaner	Weekly	10
012	Hose (when no water restrictions apply) otherwise sweep/blowervac and clean paved/tiled barbecue areas <i>Specifics: Check daily and spot clean any fats/spillages</i> Refer ABMA Code: Chapter 12 - Part B - Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (1).	Cleaner	Daily	5
013	Wipe and clean tables, chairs and associated furniture with suitable cleanser <i>Specifics: Keep furniture in a safe and serviceable condition and arranged in a tidy manner, keep in a clean and tidy condition and available for use at all times, report any damaged or missing furniture.</i> Refer ABMA Code: Chapter 12 - Part B - Table 12C - Cleaning Standards - Compliance Levels - External Zones - Recreational Areas (1).	Cleaner	Daily	3
014	Wipe down and clean benchtops, splashbacks and cupboards <i>Specifics: Duty includes stainless steel sink and other associated fixtures and fittings</i> Refer ABMA Code: Table 12C - Cleaning Standards - Compliance Levels - External Zones - Recreational Areas (1).	Cleaner	Daily	3
031	Deweb, dust and clean recreational pavilion ceiling <i>Specifics: Clean lights, cornices, fixtures and fittings.</i> Refer ABMA Code: Chapter 12 - Table 12B – Cleaning Standards - Compliance Levels – Internal Zones.	Cleaner	Monthly	30
083	Scrub and degrease splash back tiles and grouting <i>Specifics: Clean tiles and grouting thoroughly.</i> Refer ABMA Code: Chapter 12 - Part B - Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (1).	Cleaner	Monthly	10

8 duty entries in BBQ at Swimming Pool Barbecues

BBQ	Barbecues and Associated Entertaining Areas			
	Location: Tennis Court Barbecues			
Duty ID	Duty Details	Role	Freq.	Time
002	Check barbecues, clean barbecue plates and confirm proper and safe operation <i>Specifics: Check and clean. Check rubbish bin and empty, check general area and keep in a clean, tidy and hygienic condition and available for use at all times</i> Refer ABMA Code: Table 12C - Cleaning Standards - Compliance Levels - External Zones].	Cleaner	Daily	5

004	Check general areas, pick up litter, empty rubbish bins and tidy areas Specifics: <i>Wipe bin covers, replace bin liners, keep bin locations in a clean and tidy condition</i> Refer ABMA Code: <i>Table 12C - Cleaning Standards - Compliance Levels - External Zones.</i>	Cleaner	Daily	2
006	Clean/replace barbecue drip trays/grease collectors/buckets Specifics: <i>Check operation of controls, arrange any specialist repairs</i> Refer ABMA Code: <i>Chapter 12 - Part B Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (1).</i>	Cleaner	Weekly	10
012	Hose (when no water restrictions apply) otherwise sweep/blowervac and clean paved/tiled barbecue areas Specifics: <i>Check daily and spot clean any fats/spillages</i> Refer ABMA Code: <i>Chapter 12 - Part B - Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (1).</i>	Cleaner	Daily	5
013	Wipe and clean tables, chairs and associated furniture with suitable cleanser Specifics: <i>Keep furniture in a safe and serviceable condition and arranged in a tidy manner, keep in a clean and tidy condition and available for use at all times, report any damaged or missing furniture.</i> Refer ABMA Code: <i>Chapter 12 - Part B - Table 12C - Cleaning Standards - Compliance Levels - External Zones - Recreational Areas (1).</i>	Cleaner	Daily	3
014	Wipe down and clean benchtops, splashbacks and cupboards Specifics: <i>Duty includes stainless steel sink and other associated fixtures and fittings</i> Refer ABMA Code: <i>Table 12C - Cleaning Standards - Compliance Levels - External Zones - Recreational Areas (1).</i>	Cleaner	Daily	3
031	Deweb, dust and clean recreational pavilion ceiling Specifics: <i>Clean lights, cornices, fixtures and fittings.</i> Refer ABMA Code: <i>Chapter 12 - Table 12B – Cleaning Standards - Compliance Levels – Internal Zones.</i>	Cleaner	Monthly	30

7 duty entries in BBQ at Tennis Court Barbecues

Time allocation summary: BBQ Barbecues and Associated Entertaining Areas

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	36	4.21	219.00
Weekly	20	0.33	17.33
Monthly	70	0.27	14.00
Total Hours:		4.81	250.33

BCM	Management Administrative Services			
Duty ID	Duty Details	Role	Freq.	Time
004	Assist the Committee in the preparation of the Administrative and Sink-ing Fund budgets for the next financial year Specifics: <i>Prepare and provide to the Committee and Strata Managing Agent/Body Corporate Manager information to assist with the determination of annual budgets.</i>	Manager	Annually	60
005	Attend Committee meetings, extraordinary meetings and annual general meetings Specifics: <i>Prepare a detailed report for each meeting, forward report at least 14 days prior to meeting to enable Committee Members sufficient time to review report prior to the meeting</i> Refer ABMA Code: <i>Chapter 18 - Part B - Clause 18.33 (1).</i>	Manager	Quarterly	180
007	Be available or contactable to liaise with Committee Representative and attend to common property issues Specifics: <i>Liaise personally or by phone/email with the nominated Committee Representative or Body Corporate Manager as required or requested during normal business hours.</i>	Manager	Weekly	60

008	Carry out regular complex inspections and report to the Committee	Manager	Monthly	60
	Specifics: <i>Monitor & be aware of the general condition of common property & all machinery and appurtenances thereto. Duty includes all pumps, auxiliary motors or petrol engines (if any), pressurised water systems or similar. Report issues to the Body Corporate.</i>			
009	Check and verify contractor and supplier invoices for payment in respect of goods and services supplied to the building owner	Manager	Fortnightly	30
	Specifics: <i>Check and verify that goods and services have been provided for relevant invoices, (stamp & sign). Forward a summary sheet with originals, or copies of originals to Committee or Body Corporate Manager for payment. Maintain a copy on file on-site</i>			
	Refer ABMA Code: Chapter 18 - Part B - Clause 18.33 - (2).			
016	Maintain a register of Common Property assets and equipment including a service record of any maintenance or repairs	Manager	Monthly	60
	Specifics: <i>Confirm equipment is maintained in good order and repair, arrange servicing at required or recommended intervals</i>			
	Refer ABMA Code: Chapter 18 - Part B - Clause 18.32 c Asset Register to be provided by Body Corporate .			
019	Monitor the observance of the by-laws by those using the common property or within a Lot	Manager	Daily	15
	Specifics: <i>Provide Owners/Residents/Tenants with a copy of current by-laws when no compliance has been identified. Advise/caution any Owner/resident/tenant including guests, servants, employees, agents, children, invitees and licensees of any noticed or reported breach of the By-laws on common property or within a Lot in the first instance by verbal discussion. Report consistent breaches (those happening more than 3 times) to the Committee for further action by the Committee Refer ABMA Code - Chapter 18 - Part B - Cl 18.33 (5)].</i>			
	Refer ABMA Code: Refer ABMA Code - Chapter 18 - Part B - Cl 18.33 (5).			
021	Arrange all materials and supplies necessary to carry out the caretaking duties to generally maintain the Common Property	Manager	Monthly	60
	Specifics: <i>Applies to purchases within the Manager's/Caretaker's spending limit for a single transaction, excluding reasonable delivery charges. 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.</i>			
025	Prepare and submit invoice for reimbursement of out-of-pocket expenses, pay COD Suppliers	Manager	Monthly	30
	Specifics: <i>Pay COD suppliers in a manner requested. Provide original invoices as proof of purchase of supplies for use in common property areas</i>			
	Refer ABMA Code: Chapter 18 - Part B - Clause 18.33 (2).			
028	Provide access and accompany utility providers for the reading of meters and maintenance of equipment	Manager	Monthly	30
	Specifics: <i>Duty applies to but not limited to telecommunications service personnel, power providers, etc for the reading of meters, repairs or servicing of equipment or changeover of tenancies.</i>			
033	Source quotations that are requested by the Committee for repairs, specialist maintenance or any specialist consultant reports	Manager	Monthly	90
	Specifics: <i>Source tenderers and contractors, meet and discuss job and quote requirements, provide job specifications as agreed by the Committee to ensure conformity, or otherwise, to the stated job specifications, recommend contractor, forward quotes to Committee at least 14 days prior to the date of the Committee meeting, notify successful tenderer and arrange for work to be done.</i>			
041	Maintain a register of contracts including the start and finish dates of such contracts	Manager	Monthly	30
	Specifics: <i>Obtain current copies of licences, insurance, and registered business details of contractors before they commence work on common property to ensure they are adequately insured. Instigate a system to advise in advance of the end date of any contract to enable sufficient time for re-negotiation of new contracts</i>			
	Refer ABMA Code: Chapter 5B - Cl 5.31 e. 21.			
061	Maintain a log of all fire alarms - genuine or false	Manager	Monthly	20
	Specifics: <i>Log to include whether the alarm is genuine or false, which owner or occupier caused the event and in which Lot the event occurred. Make log available to the Body Corporate upon request</i>			
	Refer ABMA Code: Chapter 10 - Part B - Cl 10.31 (1) - i. j. & k.			
062	Maintain a booking system and co-ordinate all moves or deliveries in/out of a Lot by an owner or occupier	Manager	Monthly	30
	Specifics: <i>All owners/occupiers of Lots must, when moving/removing/delivering more than a single item into or out of a Lot, follow the booking procedures as set out by the Committee from time to time. Supervise contractors/removalists and ensure they sign 'in' and 'out'. Provide a site induction.</i>			

076	Maintain a register of all pets kept within the Scheme Specifics: <i>Register to include the Pet's name and registration details and a photograph.</i>	Manager	Monthly	20
077	Maintain a register of all contractors providing common property services to the Complex Specifics: <i>Including name of contact person, addresses, phone contact details, email addresses and start and finish dates of any contracted services. Obtain current copies of licences, insurance, and registered business details of contractors before they commence work on common property to ensure they are adequately insured</i> Refer ABMA Code: <i>Chapter 5 - Part B - Clause 5.31 (b) - 23.</i>	Manager	Monthly	30
098	Maintain a log of accidents, incidents and by-law breaches, make available to Body Corporate Specifics: <i>Maintain a log of accidents, injuries, incidents and any occurred by-law breaches. Records to be maintained for 6 years</i> Refer ABMA Code: <i>Chapter 5B - Cl 5.31 (e) 18,19, 20.</i>	Manager	Weekly	15

17 duty entries in BCM

Time allocation summary: BCM Management Administrative Services

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	15	1.75	91.25
Weekly	75	1.25	65.00
Monthly	460	1.77	92.00
Quarterly	180	0.23	12.00
Annually	60	0.02	1.00
Fortnightly	30	0.25	13.00
Total Hours:		5.27	274.25

CAT Common Area Toilets and Associated Facilities

Duty ID	Duty Details	Role	Freq.	Time
003	Clean doors and door handles, partitions and light switches with disinfectant cleaner Specifics: <i>Wipe top ledges of doors and partitions. Disinfect door handles.</i> Refer ABMA Code: <i>Chapter 12 - Part B Table 12B - Cleaning Standards - Compliance Level - Internal Zones (Hard Surfaces 2 & 3).</i>	Cleaner	Daily	5
004	Clean hand basins, taps, mirrors and associated areas Specifics: <i>Clean bench surfaces and splash back areas, clean handles and fittings, spray and wipe mirrors with glass cleaner, restock consumables</i> Refer ABMA Code: <i>Chapter 12 Table 12B - Cleaning Standards - Compliance Levels - Internal Zones - Sanitary Zones (1).</i>	Cleaner	Daily	3
005	Clean showers, tiled walls, etc Specifics: <i>Treat tiled surfaces and grout for mould and mildew</i> Refer ABMA Code: <i>Chapter 12 - Part B Table 12B - Cleaning Standards - Compliance Levels - Internal Zones - Hard Surfaces.</i>	Cleaner	Daily	5
007	Deweb, wipe down and clean all tiled or painted walls Specifics: <i>Clean light fittings, ventilation grills, etc, remove cobwebs</i> Refer ABMA Code: <i>Chapter 12 Table 12 B - Cleaning Standards - Compliance Levels - Internal Zones.</i>	Cleaner	Monthly	20
014	Mop and clean floors with disinfectant cleaner Specifics: <i>Place out safety signage during cleaning process. Dry floors after mopping to prevent accidental slippage. Randomly check throughout the day and maintain in a clean and tidy condition</i> Refer ABMA Code: <i>Chapter 12 Table 12B - Cleaning Standards - Compliance Levels - Internal Zones - Hard Floors (2).</i>	Cleaner	Daily	5
018	Clean toilet cistern including exteriors, internally, pans and seats Specifics: <i>Spray and wipe with suitable cleansing agent. Spray and scrub toilet pans, flush afterwards. Clean entry door and door handles and disinfect</i>	Cleaner	Daily	3

Refer ABMA Code: *Chapter 12 Table 12B - Cleaning Standards - Compliance Levels - Internal Zones - Sanitary Zones (2)*.

6 duty entries in CAT

Time allocation summary: CAT Common Area Toilets and Associated Facilities

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	21	2.46	127.75
Monthly	20	0.08	4.00
Total Hours:		2.53	131.75

CPL	Compliance Management			
Duty ID	Duty Details	Role	Freq.	Time
004	Obtain and record a Certificate of Compliance/Occupier's Statement from the service contractor, make available upon request <i>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. Occupiers Statement can be sent via email to: occupierstate-ment@emergency.qld.gov.au</i> <i>Refer ABMA Code: Chapter 18 - Part B - Clause 18.31 (8b).</i>	Manager	Annually	30
005	Obtain and record Certificate of Compliance for swimming pool, make available upon request <i>Specifics: Report any non-compliance issues. Lock pool facility if necessary for safety reasons. Display a copy of the Certificate as near as practicable to (a) the main entrance of the premises or (b) at a gate or door giving access to the pool</i> <i>Refer ABMA Code: 15(A).06 B.</i>	Manager	Annually	30
011	Display building Certificate of Classification <i>Specifics: Ensure Certificate of Classification is on display as near as practicable to the main entrance of the building .</i> <i>Refer ABMA Code: – Chapter 18B Clause 18.31 8b.</i>	Manager	Annually	10
012	Maintain up to date copies of Contractor's insurance Certificates of Currency <i>Specifics: Ensure all contractors engaged by either the Body Corporate or Caretaker provide copies of Certificates of Currency for Public Liability Insurances [Section 19 WH&S Act 2011 (Qld)].</i>	Manager	Quarterly	30
013	Maintain up to date signed copies of all Body Corporate staff and Contractors Site Induction records <i>Specifics: Induction applies to contractors and staff entering site for the first time. Induction to be repeated annually with all tradespersons/contractors/staff.</i> <i>Refer ABMA Code: ABMA Code - Chapter 17(A).06 C. a.</i>	Manager	Quarterly	30
019	Arrange for and maintain on file all Certificates of Registration for registered plant and equipment <i>Specifics: Ensure all registrations are on display in a prominent location. Duty includes but not limited to passenger lifts, hot water boilers, etc</i> <i>Refer ABMA Code: – Chapter 18B Clause 18.31 8j.</i>	Manager	Annually	30
020	Maintain Lock Box <i>Specifics: Duty relates to checking Lock Box for the required essential records for WH&S and Fire Services such as, but not limited to; Certificate of Classification (Class 1b to Class 9), Sign-in-Register, Induction Procedure, WH&S Plan, Emergency & Evacuation Plan, Asbestos Plan (if any), Emergency & Exit Light log book, Baseline Data, Fire Log Books (FX, FHR, FH, Sprinkler Systems, Pump Sets, FDR, Alarm System, Smoke/Thermal Detectors/Alarms, Alternate Solutions, etc).</i> <i>Refer ABMA Code: [ABMA Code - Table 10G & Table 17A].</i>	Manager	Monthly	30

7 duty entries in CPL

Time allocation summary: CPL Compliance Management

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Monthly	30	0.12	6.00
Quarterly	60	0.08	4.00
Annually	100	0.03	1.67
Total Hours:		0.22	11.67

DCE Driveways, Visitor Car Park Areas and EntrancesLocation: **Northern Garage Parking**

Duty ID	Duty Details	Role	Freq.	Time
007	Check and confirm car parks are kept clear of excess items. <i>Specifics: Advise any resident or tenant to remove any excess items illegally stored in their car park. Report any consistent breaches to the Committee for further action. Refer to By-Law 43.1.</i> <i>Refer ABMA Code: Chapter 12 - Part B - Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (3) .</i>	Manager	Weekly	10
008	Check and maintain operation of automatic vehicle entry/exit doors/gates to car park (watch through full cycle) <i>Specifics: Check associated control switches and safety limiter systems are functioning correctly, lubricate any noisy components, arrange any specialist repairs</i> <i>Refer ABMA Code: Chapter 16 - Part B - Cl 16.20.</i>	Maintenance	Weekly	10
149	Monitor the use of the car spaces to ensure compliance with the by-laws <i>Specifics: Ensure only items permitted under the by-laws are stored in car spaces. Ensure shelving is not erected in car spaces and that storage cupboards are approved by the Committee</i> <i>Refer ABMA Code: Chapter 18 - Part B - Cl 18.33 (5).</i>	Manager	Weekly	2
019	Keep all basement drains and gutters clear and clean <i>Specifics: Ensure all grates are in sound condition and firmly in place. Check and clear all drains of rubbish and debris including removing the drain cover to clean the drain at the basement entrance. Sanitize/disinfect drains if required to remove any odour</i> <i>Refer ABMA Code: Chapter 12 - Part B Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (3).</i>	Maintenance	Monthly	60
021	Monitor all resident's/tenant's and visitor's vehicle parking and security <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>	Manager	Daily	5
029	Sweep, hose (when no water restrictions apply) and clean basement car park <i>Specifics: Duty required to be compliant with Environmental Protection Act 1994 - s.319 - General Environmental Duty and s.440 - General Offence Provision to Causing Environmental Nuisance. Duty applies to Northern basement carpark. Does not include Exclusive-use car parks.</i>	Maintenance	Monthly	30
063	De-web accessible lights, fixtures and fittings <i>Specifics: Duty applies to accessible lights and fittings. Arrange and supervise a contractor for the cleaning of inaccessible lights and fittings that exceed the safe work height and require specialist equipment to access (e.g. platform, scissor lift, etc)</i> <i>Refer ABMA Code: Table 12B - Cleaning Standards - Compliance Levels - Internal Zones.</i>	Maintenance	Quarterly	45

7 duty entries in DCE at Northern Garage Parking

DCE Driveways, Visitor Car Park Areas and EntrancesLocation: **Southern Garage Parking**

Duty ID	Duty Details	Role	Freq.	Time
007	Check and confirm car parks are kept clear of excess items. <i>Specifics: Advise any resident or tenant to remove any excess items illegally stored in their car park. Report any consistent breaches to the Committee for further action. Refer to By-Law 43.1.</i>	Manager	Weekly	10

Refer ABMA Code: <i>Chapter 12 - Part B - Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (3)</i> .				
008	Check and maintain operation of automatic vehicle entry/exit doors/gates to car park (watch through full cycle)	Maintenance	Weekly	10
Specifics: <i>Check associated control switches and safety limiter systems are functioning correctly, lubricate any noisy components, arrange any specialist repairs</i>				
Refer ABMA Code: <i>Chapter 16 - Part B - Cl 16.20</i> .				
149	Monitor the use of the car spaces to ensure compliance with the by-laws	Manager	Weekly	2
Specifics: <i>Ensure only items permitted under the by-laws are stored in car spaces. Ensure shelving is not erected in car spaces and that storage cupboards are approved by the Committee</i>				
Refer ABMA Code: <i>Chapter 18 - Part B - Cl 18.33 (5)</i> .				
019	Keep all basement drains and gutters clear and clean	Maintenance	Monthly	60
Specifics: <i>Ensure all grates are in sound condition and firmly in place. Check and clear all drains of rubbish and debris including removing the drain cover to clean the drain at the basement entrance. Sanitize/disinfect drains if required to remove any odour</i>				
Refer ABMA Code: <i>Chapter 12 - Part B Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (3)</i> .				
021	Monitor all resident's/tenant's and visitor's vehicle parking and security	Manager	Daily	5
Specifics: <i>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>				
029	Sweep, hose (when no water restrictions apply) and clean basement car park	Maintenance	Monthly	30
Specifics: <i>Duty required to be compliant with Environmental Protection Act 1994 - s.319 - General Environmental Duty and s.440 - General Offence Provision to Causing Environmental Nuisance. Duty applies to Southern basement carpark. Does not include Exclusive-use car parks.</i>				
063	De-web accessible lights, fixtures and fittings	Maintenance	Quarterly	45
Specifics: <i>Duty applies to accessible lights and fittings. Arrange and supervise a contractor for the cleaning of inaccessible lights and fittings that exceed the safe work height and require specialist equipment to access (e.g. platform, scissor lift, etc)</i>				
Refer ABMA Code: <i>Table 12B - Cleaning Standards - Compliance Levels - Internal Zones</i> .				

7 duty entries in DCE at Southern Garage Parking

DCE	Driveways, Visitor Car Park Areas and Entrances			
	Location: Street Entrance Visitor Carparks			
Duty ID	Duty Details	Role	Freq.	Time
022	Pick up and dispose of litter from entrances, driveways and visitor car-park areas	Cleaner	Daily	10
Specifics: <i>Randomly check throughout the day when in the area performing other duties to ensure car park remains in a clean and tidy condition</i>				
Refer ABMA Code: <i>Chapter 12 - Part B - Table 12 C - Cleaning Standards - Compliance Levels - External Zones</i> .				
024	Spot clean driveways and visitor car park oil and grease spills and drips	Maintenance	Weekly	20
Specifics: <i>Treat any fresh oil leaks as soon as possible when noticed or reported to prevent permanent staining or spreading via vehicle or pedestrian traffic where possible.</i>				
Refer ABMA Code: <i>Chapter 12 - Part B Table 12 C - Cleaning Standards - Compliance Levels - External Zones (3)</i> .				
035	Blowervac/sweep/vacuum street entrance, driveways and visitor car parks	Maintenance	Weekly	45
Specifics: <i>Duty applies to street entrance, internal common area roadways and visitor car parks.</i>				
Refer ABMA Code: <i>Chapter 12 - Part B Table 12C - Cleaning Standards - Compliance Levels - External Zones - Recreational Areas (3)</i> .				

3 duty entries in DCE at Street Entrance Visitor Carparks

Time allocation summary: DCE Driveways, Visitor Car Park Areas and Entrances

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	20	2.34	121.67
Weekly	109	1.82	94.47
Monthly	180	0.69	36.00
Quarterly	90	0.12	6.00
Total Hours:		4.96	258.14

EFR Entrance, Entry Foyer, Reception and Lifts

Duty ID	Duty Details	Role	Freq.	Time
007	Clean all accessible glass windows, doors and frames in foyer/reception areas <i>Specifics: Clean all accessible glass inside and out, wipe and clean frames. Wipe and clean intercom panels</i> <i>Refer ABMA Code: Chapter 12 - Table 12B – Cleaning Standards - Compliance Levels – Internal Zones - Hard Surfaces (4).</i>	Cleaner	Weekly	45
012	Clean letter boxes and letter box area, dispose of junk mail <i>Specifics: Remove any junk mail, newspapers, sales material, etc left scattered in the area and from mail boxes of unoccupied units. Duty does not include the removal of junk mail or other items protruding from occupant's letter boxes</i> <i>Refer ABMA Code: Chapter 12 - Table 12B – Cleaning Standards - Compliance Levels – Internal Zones .</i>	Cleaner	Weekly	10
128	Monitor the usage of the drop off car spaces to ensure compliance with the by-laws <i>Specifics: Ensure vehicles are not left parked in the drop off zones.</i> <i>Refer ABMA Code: Chapter 18 - Part B - Cl 18.33 (5).</i>	Manager	Daily	1
014	De-web accessible cornices, dust and clean accessible light fittings, spot clean walls <i>Specifics: Use cob-web broom or similar and de-web all accessible lights, fixtures and fittings. Wipe and spot clean walls, remove any graffiti.</i> <i>Refer ABMA Code: Chapter 12 - Part B - Table 12 B – Cleaning Standards - Compliance Levels – Internal Zones.</i>	Cleaner	Monthly	20
016	Dust, wipe, clean and maintain all foyer furniture, counter tops, fixtures and fittings <i>Specifics: Wipe and clean all furniture, spot clean any stains, keep arranged in a tidy manner. Maintain brochure racks and magazines in a tidy manner</i> <i>Refer ABMA Code: Chapter 12 Table 12 B - Cleaning Standards - Compliance Levels - Internal Zones.</i>	Cleaner	Weekly	15
017	Maintain foyer area plants <i>Specifics: Keep plants watered, remove any dead leaves, fertilise on a regular basis.</i>	Gardener	Weekly	20
018	Polish and clean tiled areas of main entry lobby using specialised machinery <i>Specifics: Duty performed using a tile scrubber and includes tiled entrance area from Porte-Chochere to entrance doors. This area is subject to high traffic flow being open to Public Access.</i> <i>Refer ABMA Code: Chapter 12 - Table 12 B – Cleaning Standards - Compliance Levels – Internal Zones - Hard Surfaces (4).</i>	Cleaner	Weekly	90
020	Spot clean glass entrance doors and glass panels to remove finger marks, etc <i>Specifics: Includes finger marks on walls, mirrors, doors, handles, etc</i> <i>Refer ABMA Code: Chapter 12 Table 12B – Cleaning Standards - Compliance Levels – Internal Zones.</i>	Cleaner	Daily	10
027	Vacuum, mop, clean and maintain entry foyer/reception area floors <i>Specifics: Place out safety signage warning of wet floors. Wipe in corners and accessible areas under furniture, tables, chairs, etc not accessed by mop/vacuum</i> <i>Refer ABMA Code: Chapter 12 Table 12B – Cleaning Standards - Compliance Levels – Internal Zones - Hard Floors (2).</i>	Cleaner	Daily	20

9 duty entries in EFR

Time allocation summary: EFR Entrance, Entry Foyer, Reception and Lifts

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	31	3.63	188.58
Weekly	180	3.00	156.00
Monthly	20	0.08	4.00
Total Hours:		6.70	348.58

EMP Emergency and Evacuation Procedures

Duty ID	Duty Details	Role	Freq.	Time
001	Check building emergency evacuation signage, update as required (Fire Safety Regulations 2008) <i>Specifics: Ensure all emergency evacuation signage is in place and in good condition to ensure compliance with the Building Fire Safety Regulation 2008. Arrange for the replacement of any damaged or missing signage</i> <i>Refer ABMA Code: Chapter 10 Part B Table 10F (14).</i>	Manager	Six Monthly	20
010	Review and update emergency evacuation documentation, rehearse building evacuation procedures <i>Specifics: Evacuation drills or practice to be conducted every 6 months by enough people and in such a way that the evacuation plan is adequately tested. Maintain records of date of evacuation (BFSR 44).</i>	Manager	Six Monthly	120

2 duty entries in EMP

Time allocation summary: EMP Emergency and Evacuation Procedures

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Six Monthly	140	0.09	4.67
Total Hours:		0.09	4.67

FES Fire Escape Doors, Stairs and Landings

Duty ID	Duty Details	Role	Freq.	Time
001	Check fire escape stairs and landings, pick up litter, spot clean. <i>Specifics: Ensure door self-closers and locks are operating correctly. Confirm doors are fully closed at all times. Dispose of any chocks or similar items that could be used to prevent a fire escape door from closing. Maintain escape route free of obstructions</i> <i>Refer ABMA Code: Chapter 12 Table 12B - Cleaning Standards - Compliance Levels - Internal Zones.</i>	Cleaner	Weekly	30
003	Sweep and clean fire escape stairs and landings, deweb lights, cornices and walls. <i>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</i> <i>Refer ABMA Code: Chapter 12 Table 12B - Cleaning Standards - Compliance Levels - Internal Zones.</i>	Cleaner	Monthly	90

2 duty entries in FES

Time allocation summary: FES Fire Escape Doors, Stairs and Landings

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Weekly	30	0.50	26.00
Monthly	90	0.35	18.00
Total Hours:		0.85	44.00

GEN	General Areas			
Duty ID	Duty Details	Role	Freq.	Time
005	Check and maintain fences and retaining walls Specifics: <i>Check all fencing and keep in a clean and tidy condition. Carry out any repairs that do not require the services of a tradesperson (re-fix loose palings or similar). Arrange any major repairs. Duty applies to all common property fencing, balustrading, bollards, retaining walls, planter boxes, etc.</i>	Maintenance	Monthly	60
015	Clean, polish and apply oil to protect stainless steel Specifics: <i>Thoroughly remove all grease, finger marks and other organic contaminants with a non-chlorinated solvent before applying a suitable protective product.</i>	Cleaner	Weekly	20
016	Co-ordinate and supervise removalists for the changeover of Owners or tenants to prevent any damage to common property Specifics: <i>Provide lift access, lock off lift and provide instructions on the use of lift. Supervise to ensure there is no inconvenience to other residents during changeovers.</i>	Manager	Monthly	30
031	Sweep, clean and tidy plant and equipment rooms Specifics: <i>De web cornices, lights and equipment, keep in a clean and tidy condition. Duty applies to (but not limited to); Electrical Rooms, Fire Pump Room, Pool Plant Room, Store Rooms, Service Cupboards (metres, FHR, MDF, IDF, etc), all Plant Rooms (HVAC, LMR, etc)</i> Refer ABMA Code: Chapter 12 - Table 12B - Cleaning Standards - Compliance Levels - Internal Zones.	Cleaner	Monthly	60
088	Blower/vac, sweep/hose (when lawful) and clean basketball/mini tennis court Specifics: <i>Check daily and pick-up any rubbish. Remove bat and bird faeces from court surfaces.</i>	Maintenance	Weekly	10

5 duty entries in GEN

Time allocation summary: GEN General Areas

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Weekly	30	0.50	26.00
Monthly	150	0.58	30.00
Total Hours:		1.08	56.00

GYM	Gymnasium and Associated Facilities			
Duty ID	Duty Details	Role	Freq.	Time
003	Check gymnasium regularly, tidy and spot clean as required Specifics: <i>Tidy equipment and ensure everything is kept in its respective place (weights, dumbbells, etc).</i> Refer ABMA Code: Chapter 12 - Part b - Table 12B – Cleaning - Standards - Compliance Levels – External Zones - Rec Areas (6).	Cleaner	Daily	10
005	Clean all glass mirrors, windows, doors, frames and door hardware Specifics: <i>Wash and clean all mirrors, glass panels, doors and door hardware. Clean windows and frames, wipe window ledges</i> Refer ABMA Code: Chapter 12 - Part B Table 12B – Cleaning Standards - Compliance Levels – Internal Zones - Hard Surfaces (4).	Cleaner	Weekly	20
007	De-web cornices, dust and clean light fittings, spot clean walls Specifics: <i>Duty includes wiping of skirting boards and common area doors and frames, remove scuff marks from walls</i> Refer ABMA Code: Chapter 12 - Part b - Table 12B – Cleaning - Standards - Compliance Levels – Internal Zones - Hard Surfaces.	Cleaner	Monthly	20
009	Vacuum/mop and clean floors Specifics: <i>Spot clean any marks or stains. Vacuum under equipment where accessible</i> Refer ABMA Code: Chapter 12 - Part B - Table 12B – Cleaning - Standards - Compliance Levels – Internal Zones - Hard Floors.	Cleaner	Weekly	30

038	Clean and disinfect gym equipment	Cleaner	Daily	10
	Specifics: <i>Includes cleaning and treating frames to inhibit rusting</i>			
	Refer ABMA Code: Chapter 12 - Part b - Table 12B – Cleaning - Standards - Compliance Levels – Internal Zones - Rec Areas (6).			

5 duty entries in GYM

Time allocation summary: GYM Gymnasium and Associated Facilities

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	20	2.34	121.67
Weekly	50	0.83	43.33
Monthly	20	0.08	4.00
Total Hours:		3.25	169.00

IAS Infrastructure Administrative Services

Duty ID	Duty Details	Role	Freq.	Time
003	Arrange, provide access and record the testing of installed water back-flow devices Specifics: <i>Service to be performed by a qualified and registered backflow endorsed plumber. Testing required to comply with Australian Standard AS-NZS 2845.3.</i> Refer ABMA Code: [Refer to ABMA Code - Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Hydraulics].	Manager	Annually	30
004	Arrange, provide access and record the Thermo-graphic Survey of all common area electrical switchboards (AS/NZS 3000/8) Specifics: <i>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. Confirm testing is carried out to detect any overheating and possibility of fire or fusion</i> Refer ABMA Code: Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Electrical Services.	Manager	Annually	30
009	Maintain a register of the Complex plans and specifications Specifics: <i>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 showing new locations as appropriate</i> Refer ABMA Code: Chapter 5 - Part 5B - Clause 5.31 - (e i. 32).	Manager	Quarterly	30
011	Monitor and confirm the correct operation of lift-well pumps, provide access for servicing and maintenance Specifics: <i>Specifics :- Provide access to the service contractor and discuss any issues with the body corporate</i> Refer ABMA Code: Table 11A & AS2417.	Manager	Six Monthly	30
113	Monitor, provide access and record the Fire Interface Testing Specifics: <i>Provide access for the mandatory fire interface testing to verify all interconnected fire and safety systems function as intended as per Australian Standard AS8151 - 2012</i> Refer ABMA Code: Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records.	Manager	Annually	30
012	Monitor, provide access and record the maintenance and operation of common area air-conditioning plant and equipment Specifics: <i>Ensure the contractor signs 'in' and 'out' when attending the complex. Report to the Committee any notified faults or defects that require further repair or maintenance.</i> Refer ABMA Code: Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure & AS3666.	Manager	Quarterly	30
122	Arrange, provide access and record the cleaning of the solar panels Specifics: <i>Arrange, at the cost of the Body Corporate, a suitably qualified and equipped contractor for the cleaning the solar panels.</i>	Manager	Annually	30

014	Monitor, provide access and record the maintenance and operation of the community hot water system	Manager	Six Monthly	30
	<p>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.</p> <p>Refer ABMA Code: Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Hydraulics & AS3500.</p>			
015	Monitor, provide access and record the maintenance and operation of ventilation systems in basement car parks	Manager	Six Monthly	30
	<p>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. Testing required to comply with Australian Standard AS-NZS 1668.1</p> <p>Refer ABMA Code: Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Mechanical Services & AS1668.</p>			
016	Monitor, provide access and record the maintenance and testing of all fire doors and self-closers	Manager	Annually	120
	<p>Specifics: Applies to fire doors providing access to fire stairwells, equipment rooms, etc under Australian Standard AS1851 - Section 17. 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</p> <p>Refer ABMA Code: Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records.</p>			
017	Monitor, provide access and record the maintenance and flow testing of fire hydrants (including landing valves)	Manager	Annually	30
	<p>Specifics: Schedule and facilitate annual hydrant flow testing required in accordance with AS 1851 & AS 2419 to measure the flow rate and pressure rate of water flow from the hydrants. Report to the Committee any notified faults or defects that require further repair or maintenance .</p> <p>Refer ABMA Code: Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records.</p>			
018	Monitor, provide access and record the maintenance and testing of fire indicator panels	Manager	Monthly	20
	<p>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</p> <p>Refer ABMA Code: Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records.</p>			
021	Monitor, provide access and record the maintenance and testing of the basement sump pumps	Manager	Six Monthly	30
	<p>Specifics: Check control panel regularly to ensure there are no lights that could indicate a fault. 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</p> <p>Refer ABMA Code: Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure & AS2417.</p>			
022	Monitor, provide access and record the maintenance and testing of the emergency and exit lighting and signs	Manager	Six Monthly	30
	<p>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</p> <p>Refer ABMA Code: Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records.</p>			
023	Monitor, provide access and record the maintenance and testing of the fire extinguisher and hose reels	Manager	Six Monthly	30
	<p>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</p> <p>Refer ABMA Code: Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records.</p>			
026	Monitor, provide access and record the operation and maintenance of the passenger lifts	Manager	Monthly	30
	<p>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.</p> <p>Refer ABMA Code: Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Elevator Equipment Services & AS1735.</p>			

032	Monitor, provide access and record the testing of fire alarm systems - thermal and smoke detectors	Manager	Six Monthly	30
	<p>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</p> <p>Refer ABMA Code: Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records.</p>			
036	Monitor, provide access and record the testing and tagging of safety anchor points	Manager	Annually	30
	<p>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.</p> <p>Refer ABMA Code: Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Height Safety & AS4801.</p>			
037	Monitor and record the testing and tagging of common property plugabble appliances	Manager	Annually	30
	<p>Specifics: Service to be performed to the Standard; AS/NZS 3760:2010 'In-service inspection and testing of electrical equipment'</p> <p>Refer ABMA Code: Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Electrical Services.</p>			
042	Monitor, provide access and record the testing of common property Residual Current Devices by a qualified inspector	Manager	Annually	30
	<p>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</p> <p>Refer ABMA Code: Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Electrical Services & AS3760.</p>			
057	Monitor, provide access and record the operation and maintenance of the fire hydrant pump set	Manager	Monthly	30
	<p>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. Report to the Committee any notified faults or defects that require further repair or maintenance.</p> <p>Refer ABMA Code: Chapter 10 - Part A Table 10A.</p>			

21 duty entries in IAS

Time allocation summary: IAS Infrastructure Administrative Services

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Monthly	80	0.31	16.00
Quarterly	60	0.08	4.00
Annually	360	0.12	6.00
Six Monthly	210	0.13	7.00
Total Hours:		0.63	33.00

LGL Lawns, Gardens and Landscape Features

Duty ID	Duty Details	Role	Freq.	Time
002	Arrange and supervise an Arborist for the pruning and cutting back of large trees	Manager	Annually	60
	<p>Specifics: Applies to trees and palms that require specialist equipment to access, training, licencing and insurance as per Workplace Health and Safety Regulations. Duty to be performed by a Body Corporate approved contractor at the cost of the Body Corporate.</p> <p>Refer ABMA Code: Chapter 11 - Part B - CI 11.31 (2).</p>			
007	Blow/sweep/hose (when lawful) and clean all garden paths and accessways	Gardener	Weekly	60
	<p>Specifics: Keep all garden paths and access areas clean and tidy, spot clean any stains, duty excludes pressure cleaning. [Refer ABMA Chapter 13 Table 13(b) - Recurrent Garden Care Frequencies].</p> <p>Refer ABMA Code: Chapter 13 - Part B - Table 13 B - Recurrent Garden Care Frequencies (2).</p>			

008	Carry out major seasonal pruning and thinning out of shrubs and gardens	Gardener	Annually	1440
	<p>Specifics: Carry out heavy pruning of shrubs, cut back by about 1/3 in August. Fertilise after pruning. Thin out gardens to prevent overcrowding of plants [Refer ABMA Chapter 13 Table 13(C) - Periodical Garden Frequencies]. Duty applies to accessible plants and shrubs that can be accessed without the use of ladders, platforms, etc as per WH&S Regulations.</p> <p>Refer ABMA Code: Chapter 13 - Part B - Table 13 C - Periodical Garden Care Frequencies (4).</p>			
100	Prune, trim and shape all plants and shrubs, clean up and dispose of trimmings to rubbish collection point	Gardener	Monthly	480
	<p>Specifics: Instigate a pruning program to ensure all plants and shrubs are pruned on a rotational basis at least once per month, clean up and dispose of trimmings. Duty applies to accessible plants and shrubs that can be accessed without the use of ladders, platforms, etc as per WH&S Regulations</p> <p>Refer ABMA Code: Chapter 13 - Part B Table 13 B - Recurrent Garden Care Frequencies] .</p>			
012	Check, test and maintain the operation of the garden irrigation system	Gardener	Weekly	60
	<p>Specifics: Check sprinkler heads are clear of any build-up of ants, etc. Adjust timers to ensure progressive coverage. Reduce watering times during winter months to at least half of summer months and adjust the irrigation system in periods of heavy rain. Carry out minor repairs to the above-ground element of the system, arrange and supervise any major or specialist repairs at the direction and cost of the Committee.</p> <p>Refer ABMA Code: Chapter 13 - Part B - Table 13 B - Recurrent Garden Care Frequencies (9).</p>			
134	Mow all associated lawn areas including common area lawns and lawns on nature/median strips adjacent to the Scheme Land during autumn/winter cooler months	Gardener	Fortnightly	120
	<p>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). Duty included common area lawns and lawns outside rear boundary on the beach side of the complex.</p> <p>Refer ABMA Code: Chapter 13 Table 13(a) Lawn Care Standards Duty performed fortnightly May to September inclusive (average of 11 mows).</p>			
135	Mow all associated lawn areas including common area lawns and lawns on nature/median strips adjacent to the Scheme Land during spring/summer months	Gardener	Weekly	135
	<p>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). Duty included common area lawns and lawns outside rear boundary on the beach side of the complex.</p> <p>Refer ABMA Code: Chapter 13 Table 13(a) Lawn Care Standards Duty performed weekly October to April inclusive (average of 29 mows).</p>			
017	Fertilise all common area lawns	Gardener	Six Monthly	120
	<p>Specifics: Fertilise in Spring and Autumn. In between applications, lightly feed regularly (6 - 8 week intervals) with a fertiliser high in Nitrogen and Potassium. Water in fertiliser after application [Refer ABMA Chapter 13 Table 13(c) - Periodical Garden Care Frequency].</p> <p>Refer ABMA Code: Chapter 13 - Part B - Table 13 D - Garden Maintenance Standard -Gardens (3).</p>			
018	Hand fertilise all gardens, plants, shrubs and palms	Gardener	Six Monthly	480
	<p>Specifics: Fertilise in Spring and Autumn. Avoid the use of organic fertilisers with residual odours. Seek advice from Horticulturist on specific fertilisers for different plant species</p> <p>Refer ABMA Code: Chapter 13 - Part B - Table 13D - Garden Maintenance Standards (3).</p>			
021	Prune, trim and shape all hedges and shrubs, clean up and dispose of trimmings to on-site green waste collection point for pick up by contractor	Gardener	Monthly	480
	<p>Specifics: Instigate a weekly pruning program to ensure all plants and shrubs are pruned on a rotational basis at least once per month, clean up and dispose of trimmings. Duty does not apply to pruning of plants, shrubs, vines, etc that exceed a fall height of one metre to access or require specialist equipment for access [Refer ABMA - Part 13B - Clause 13.21 - 2b].</p>			
026	Pick up and dispose of litter, dead foliage, fronds and branches from lawns, gardens and common property	Gardener	Daily	30
	<p>Specifics: Pick up dropped palm fronds, branches, blown in rubbish, cigarette butts, etc, from common area lawns and garden areas, tidy gardens when required</p> <p>Refer ABMA Code: Chapter 13 - Part B Table 13(B) - Recurrent Garden Care Frequencies (1).</p>			
028	Prune and trim all exotics and flowering plants after flowering and dispose of clippings	Gardener	Monthly	240
	<p>Specifics: Includes but not limited to gingers, heliconias, spider lillies, strelitzias, hibiscus, etc [Refer ABMA</p>			

Chapter 13 Table 13(B) - Recurring Garden Care Frequencies].

031	Replace and/or replant damaged accessible plants, shrubs, trees or turf	Gardener	Six Monthly	480
Specifics: <i>Remove and replace any diseased or dead plants or turf. Ensure replacement plants or turf are within the same theme as the current garden and lawn style. Do not plant in dry or muddy soil or extreme weather conditions. Refer to Body Corporate 'Landscape Plan' (if one has been provided). Replacement plants/turf are at the cost of the Body Corporate.</i>				
Refer ABMA Code: <i>Refer ABMA Chapter 13 (b) - Clause 13.21 (2) (h & i).</i>				
033	Spray and control weeds in gardens and along fence lines, paved areas, etc	Gardener	Monthly	180
Specifics: <i>Includes gardens along adjoining footpaths. Do not apply sprays during windy conditions or prior to impending rain.</i>				
Refer ABMA Code: <i>Refer ABMA Chapter 13B Table 13(B) Recurrent Garden Care Frequencies.</i>				
036	Spray and treat lawns for infestation of lawn diseases, grubs and pests	Gardener	Six Monthly	180
Specifics: <i>Includes gardens along adjoining footpaths. Do not apply sprays during windy conditions or prior to impending rain.</i>				
Refer ABMA Code: <i>Refer ABMA Chapter 13B Table 13(C) Periodical Garden Care Frequencies.</i>				
040	Spray all common area lawns regularly for the eradication of Bindi, clover and other weed growths	Gardener	Six Monthly	180
Specifics: <i>Treat weeds in winter months before they germinate and drop seeds back into the soil. Repeat applications frequently in order to kill weeds that have germinated after previous spraying.</i>				
050	Arrange and supervise a contractor to aerate/core lawn areas and to top-dress	Manager	Annually	60
Specifics: <i>Isolate lawn areas from residents/guests/visitors until lawn re-growth has occurred.</i>				
066	Selectively hand weed accessible garden areas not able to be sprayed with weed spray	Gardener	Monthly	90
Specifics: <i>Instigate a weeding program to ensure all gardens are weeded on a rotational basis at least once per month. Duty applies to gardens where there is a risk of damage to plants by the use of weed sprays and areas that are unable to be mulched to control weeds</i>				
Refer ABMA Code: <i>Chapter 13 Table 13(B) - Recurrent Garden Care Frequencies.</i>				
096	Trimming of all edges of paths, drives, gardens, shrubs, lights & fixtures during spring/summer warmer months	Gardener	Weekly	100
Specifics: <i>All edges to be trimmed to correspond with the seasonal mowing frequency. Lawn edges that are parallel to adjacent structures (e.g. path, driveway, garden edge, etc) to be vertically trimmed in a neat line approx. 10mm from hard edge. Lawns that are parallel to a vertical edge (e.g. fence, wall, etc) to be trimmed on an angle so as not to damage the feature in any way</i>				
Refer ABMA Code: <i>Table 13 (A) - Lawn Care Standards.</i>				
097	Trimming of all edges of paths, drives, gardens, shrubs, lights & fixtures during autumn/winter cooler months	Gardener	Fortnightly	75
Specifics: <i>All edges to be trimmed to correspond with the seasonal mowing frequency. Lawn edges that are parallel to adjacent structures (e.g. path, driveway, garden edge, etc) to be vertically trimmed in a neat line approx. 10mm from hard edge. Lawns that are parallel to a vertical edge (e.g. fence, wall, etc) to be trimmed on an angle so as not to damage the feature in any way</i>				
Refer ABMA Code: <i>Table 13 (A) - Lawn Care Standards.</i>				

20 duty entries in LGL

Time allocation summary: LGL Lawns, Gardens and Landscape Features

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	30	3.51	182.50
Weekly	355	5.92	307.67
Monthly	1470	5.65	294.00
Annually	1560	0.50	26.00
Six Monthly	1440	0.92	48.00
Fortnightly	195	1.63	84.50
Total Hours:		18.13	942.67

LIG	Common Area Lighting and Associated Infrastructure			
Duty ID	Duty Details	Role	Freq.	Time
001	Adjust lighting and power timers as may be necessary to meet required lighting times or following power failures <i>Specifics: Includes but not limited to pool filter timers and garden irrigation timers. Maintain common area lighting to meet seasonal requirements.</i>	Maintenance	Quarterly	20
002	Check, deweb, clean and remove insects from common area lights <i>Specifics: Carry out the cleaning of common area lights that can be accessed without the need for special access equipment. Duty applies to those lights that do not exceed a fall height of one metre to access. Ensure all garden lights are kept clear of foliage, arrange any specialist maintenance (e.g. street lights).</i>	Cleaner	Quarterly	240
004	Inspect and maintain accessible lighting in basement car park, storage areas, pump and equipment rooms, replace any faulty accessible bulbs or tubes <i>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, arrange any specialist repairs. Excludes lights that exceed a fall height of one metre to access.</i>	Maintenance	Weekly	15
006	Inspect and maintain accessible lighting in entry foyer/reception, all floor level lobbies and lift cars, replace any faulty accessible bulbs or tubes <i>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, arrange any specialist repairs at the cost of the Body Corporate.</i>	Maintenance	Weekly	15
007	Inspect and maintain accessible lighting in outdoor pool and barbecue areas, grounds, walkways and associated areas, replace any faulty accessible bulbs or tubes <i>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, arrange any specialist repairs. Applies to lighting that does not exceed a fall height of one (1) metre.</i>	Maintenance	Weekly	20
013	Arrange and supervise the maintenance and repairs of inaccessible lighting by a suitably qualified tradesperson <i>Specifics: Applies to lighting that exceeds a fall height of one metre, requiring specialist equipment for access. Duty to be performed by a Body Corporate approved contractor at the cost of the Body Corporate.</i>	Manager	Monthly	30

6 duty entries in LIG

Time allocation summary: LIG Common Area Lighting and Associated Infrastructure

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Weekly	50	0.83	43.33
Monthly	30	0.12	6.00
Quarterly	260	0.33	17.33
Total Hours:		1.28	66.66

MNT	Maintenance, Repairs and Services			
Duty ID	Duty Details	Role	Freq.	Time
002	Schedule, provide access to a qualified service provider and monitor the provision of common area pest and termite control services <i>Specifics: Place out notices to advise Owners/residents/guests/visitors of pending chemical spraying. Monitor pest and termite activity and arrange for treatment more frequently when required. Duty to be performed by a Body Corporate approved contractor.</i> Refer ABMA Code: Chapter 17 - Part B - Clause 17.30.	Manager	Six Monthly	60
005	Arrange, provide access and monitor the cleaning of inaccessible common area glass by a qualified contractor <i>Specifics: Ensure anchor points have been tested and certified before allowing access.</i> Refer ABMA Code: Chapter 11 - Part B - Cl 11.31 (2).	Manager	Six Monthly	60

007	Arrange, provide access and monitor the high pressure cleaning of driveways, walkways, entrances and paved areas	Manager	Annually	60
	Specifics: Obtain quotes from independent contractors on behalf of the Body Corporate when required or as instructed by the Body Corporate. Refer ABMA Code: Chapter 11 - Part B - Cl 11.31 (2).			
012	Carry out minor repairs and maintenance to common property that do not require the services of a licensed tradesperson/contractor	Maintenance	Weekly	120
	Specifics: Minor works is described as any repair, maintenance, alteration, adjustment or replacement activity not subject to WH&S or QBCC licensing. Applies to repairs that can be completed by an individual person in less than 30 minutes using basic hand tools without the need for a ladder (extension ladder) or elevated platform. Duty can be performed from a step ladder provided it can be safely secured, not used on uneven ground or surfaces or on or above stairs. Refer ABMA Code: Chapter 16 - Part B - Clause. 16.20 Duty excludes painting, use of power tools, use of electrical devices, any electrical works or use of hazardous materials.			
122	Drain first flush diverter pipes from domestic water tanks	Maintenance	Monthly	20
	Specifics: Remove bungs on tank diverter outlet and drain to remove contaminants. Keep outlet clear of vegetation and leaves. Check tank strainers and remove any leaves/rubbish that could restrict water flow into the tanks. Check and clean pump filters.			
022	Check, clean and confirm all stormwater drains are clear and free flowing	Maintenance	Monthly	60
	Specifics: Confirm grates are in sound condition and firmly in place. Inspect following periods of heavy rain to confirm drains are clear and free flowing. Report to the Committee any blockages or defects that require further repair or maintenance, arrange at the direction of the Committee any specialist repairs to clear blockages, repair pipes, grates, etc Refer ABMA Code: Chapter 16 - Part B - Clause 16.22 - 3.			
023	Clean and maintain all complex signage	Cleaner	Quarterly	90
	Specifics: Organise for the repair and/or replacement of any required safety signage, vehicle parking signs, notices and any other required signage necessary for the efficient control, management, use and enjoyment of the complex Refer ABMA Code: Chapter 12 Table 12C - Cleaning Standards - Compliance Levels - External Zones.			
029	Provide access, maintain a register and liaise with contractors/tradesmen when on-site for common property repair work	Manager	Weekly	60
	Specifics: Ensure all Body Corporate contractors provide a 'Safe Work Plan'. Confirm contractor's licences, registrations, insurance certificates, etc. Ensure contractors abide by the current WH & S Regulations and Body Corporate By-Laws Refer ABMA Code: Chapter 17 - Part B - Clause 17.30.			
034	Maintain all Body Corporate provided equipment and tools in good repair and condition	Maintenance	Monthly	60
	Specifics: Maintain in safe working order all Body Corporate provided equipment including but not limited to the lawn mowers, edger, blower/vac, handyman tools, etc needed to carry out the duties. Arrange the servicing of all power tools.			

9 duty entries in MNT

Time allocation summary: MNT Maintenance, Repairs and Services

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Weekly	180	3.00	156.00
Monthly	140	0.54	28.00
Quarterly	90	0.12	6.00
Annually	60	0.02	1.00
Six Monthly	120	0.08	4.00
Total Hours:		3.75	195.00

OSP Outdoor Swimming Pool and Associated Areas

Duty ID	Duty Details	Role	Freq.	Time
001	Tidy and clean poolside furniture <i>Specifics: Keep poolside furniture arranged in a tidy manner. Clean any stains, suntan lotions, etc. Report any missing or damaged furniture</i> <i>Refer ABMA Code: ABMA Code - Chapter 15 - Part B - Table 15D - Building Management Guidelines & Standards for Pool & Spa Cares.</i>	Cleaner	Daily	3
002	Brush sides of pool to remove build-up of dirt, marks or stains <i>Specifics: Treat difficult stains with a suitable bleaching agent. Duty applies to areas unable to be accessed by the vacuum head including, but not limited to, steps, square corners, etc.</i> <i>Refer ABMA Code: ABMA Code - Chapter 15 - Part B - Table 15D - Building Management Guidelines & Standards for Pool & Spa Care.</i>	Maintenance	Weekly	30
005	Check and confirm the correct pump operation, maintain the operation of the automatic chlorinator <i>Specifics: Check for any leaks or unusual noises, check the chlorinator and adjust when required. Arrange any specialist repairs. Duty performed on a daily basis</i> <i>Refer ABMA Code: Chapter 15 - Part B - Cl 15.31 - 3 (c).</i>	Maintenance	Daily	5
008	Check area, pick up and dispose of rubbish and litter <i>Specifics: Empty any rubbish bins, check randomly throughout the day to ensure area remains in a clean and tidy condition</i> <i>Refer ABMA Code: Chapter 12 Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (5).</i>	Cleaner	Daily	3
011	Check, empty and service pool skimmer baskets as required <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 harbor disease. Duty applies to four (4) skimmer baskets.</i> <i>Refer ABMA Code: Chapter 15 Table 15D - Pool Care (4).</i>	Maintenance	Daily	10
012	Check filter pressure and backwash pool filter and top up pool as required <i>Specifics: Maintain the correct pool water level after backwashing. Backwash pool after heavy rain to reduce pool water back to correct level</i> <i>Refer ABMA Code: Chapter 15 Table 15D Pool Care 7.</i>	Maintenance	Weekly	20
014	Check pool safety fencing, test and lubricate gate mechanisms <i>Specifics: Check gates are self-closing and operating correctly. Lubricate if required. Arrange any specialist repairs. Remove any climbable objects within 900mm outside of pool fence and 300mm inside of pool fence (AS1926.11:2007. Trim back any vegetation or branches that a child could climb</i> <i>Refer ABMA Code: Chapter 15 - Part B - Clause 15.30.</i>	Maintenance	Monthly	10
016	Check and confirm all mandatory pool safety signage is in place, clean and maintain signage <i>Specifics: Includes mandatory cardiopulmonary resuscitation (CPR) signs. Also check that pool depth signage is in place. Arrange the replacement of any damaged or missing signage</i> <i>Refer ABMA Code: Chapter 15 - Part B Clause 15.31 Clause 1 (b).</i>	Maintenance	Six Monthly	20
022	Maintain pool equipment, equipment room and chemical storage facility in a clean and tidy condition <i>Specifics: Ensure chemicals are stored correctly and have Safety Data Sheets (SDS) available. Store chemicals on shelving and off the floor. Sweep floor and keep clean</i> <i>Refer ABMA Code: TABMA Code - Chapter 15 - Part B - Table 15D - Building Management Guidelines & Standards for Pool & Spa Care (Plant Room).</i>	Maintenance	Weekly	10
029	Remove floating and suspended matter from pool using scoop net <i>Specifics: Check on an as and when needed basis and remove any leaves or floating rubbish that may stain the pool surface or clog the skimmer. In the event of an issue involving faecal matter (or similar serious issue) the manager's duty is restricted to; removal of the faecal matter (where possible), closure of the facility & calling contractor (at the cost of the Body Corporate) for proper chemical treatment</i>	Maintenance	Daily	10

Refer ABMA Code: ABMA Code - Chapter 15 - Part B - Table 15D - Building Management Guidelines & Standards for Pool & Spa Care.

034	Scrub swimming pool waterline to remove build-up of suntan lotions and body fats, etc	Maintenance	Monthly	60
	Specifics: Use a cleaning agent that will remove built-up suntan lotions, body fats, etc. Cleaning may be required more frequently during periods of extreme temperatures or high usage			
	Refer ABMA Code: ABMA Code - Chapter 15 - Part B - Table 15D - Building Management Guidelines & Standards for Pool & Spa Care.			
036	Set up operation of robotic pool cleaner	Maintenance	Daily	15
	Specifics: Set up robotic cleaner to vacuum and clean main areas of pool. Cleaning required daily. In addition, after removing robotic cleaner daily, check pool and remove any sand/debris missed by the cleaner using manually operated vacuum system.			
	Refer ABMA Code: Chapter 12 Table 12C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (5).			
038	Sweep, hose (when lawful) and clean pool surrounds	Cleaner	Weekly	20
	Specifics: Duty to be completed at a time that least inconveniences residents/guests			
	Refer ABMA Code: Chapter 12 - Part B Table 12C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (5).			
040	Test, record and adjust swimming pool chemical balance (chlorine & pH only)	Maintenance	Daily	10
	Specifics: Test results to be recorded in a Log. Comprehensive testing to be carried out by a suitably qualified pool maintenance contractor on a daily basis at the cost of the Body Corporate.			
	Refer ABMA Code: Chapter 15 - Part B Table 15A - Chemical Testing.			
047	Remove pump filter basket, clean and refit	Maintenance	Weekly	20
	Specifics: After re-fitting basket, check the filter housing is sealed, and no air bubbles appear in the sight glass. Regularly clean baskets in a solution to remove suntan oils, body fats, etc. Duty performed in conjunction with the backwash of the filter.			
	Refer ABMA Code: ABMA Code - Chapter 15 - Part B - Table 15D - Building Management Guidelines & Standards for Pool & Spa Care.			
050	Clean stainless steel hand railings	Cleaner	Weekly	10
	Specifics: Thoroughly remove all grease, finger marks and other organic contaminants with a non-chlorinated solvent before applying a suitable protective product			
	Refer ABMA Code: Chapter 12 - table 12C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (5).			
070	Arrange for the comprehensive water testing by a fully equipped and qualified pool maintenance service at the cost of the Body Corporate	Manager	Weekly	15
	Specifics: Sign contractor 'in' and 'out', provide access for the contractor to complete the services. Maintain a record of the pool tests, report to the Body Corporate any faults or defects that require further repair or maintenance			
	Refer ABMA Code: Chapter 15 - Part B - Cl 15.31 (2).			

17 duty entries in OSP

Time allocation summary: OSP Outdoor Swimming Pool and Associated Areas

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	56	6.55	340.67
Weekly	125	2.08	108.33
Monthly	70	0.27	14.00
Six Monthly	20	0.01	0.67
Total Hours:		8.92	463.67

PER	Porte-Cochere, Entrance and Associated Areas			
Duty ID	Duty Details	Role	Freq.	Time
003	Hose (when lawful) and clean Porte-Cochere and associated driveway areas Specifics: <i>Spot clean any oil leaks or stains</i> Refer ABMA Code: <i>Chapter 12 - Part B - Cleaning Standards - Compliance Levels - External Zones - Rec Areas 3.</i>	Cleaner	Weekly	20
012	Check general area, pick up and dispose of any rubbish Specifics: <i>Spot clean any oil leaks. Duty includes visitor car parks. Randomly check throughout the day and spot clean if required</i> Refer ABMA Code: <i>Chapter 12 - Part C - Cleaning Standards - Compliance Levels - External Zones.</i>	Cleaner	Daily	5
013	Mop and clean entrance tiles to reception area Specifics: <i>Place out safety signage during cleaning process, dry floors after mopping to prevent accidental slippage. Randomly check throughout the day to maintain area in a clean and tidy condition.</i> Refer ABMA Code: <i>Chapter 12 - Part C - Cleaning Standards - Compliance Levels - External Zones.</i>	Cleaner	Daily	20

3 duty entries in PER

Time allocation summary: PER Porte-Cochere, Entrance and Associated Areas

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	25	2.92	152.08
Weekly	20	0.33	17.33
Total Hours:		3.26	169.41

RUB	Rubbish Disposal			
Duty ID	Duty Details	Role	Freq.	Time
002	Arrange, provide access and confirm the cleaning of the garbage chute by a contractor Specifics: <i>Provide access to the service contractor, advise residents/guests of date and times for the cleaning activities. Duty applies to two (2) garbage chutes. Cleaning is at the cost of the Body Corporate.</i> Refer ABMA Code: <i>Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Waste Management.</i>	Manager	Quarterly	30
006	Check and sort recycle bins, place out for collection and return Specifics: <i>Hose (when lawful) and clean and disinfect bins after emptying. Fit new bin liners.</i>	Cleaner	Daily	5
009	Check garbage chute for obstructions and clear where accessible Specifics: <i>Check bin rooms to ensure garbage chute is clear and rubbish is depositing freely into the bin. Clear any accessible blockages, arrange contractor for clearing of blockages unable to be accessed and cleared from within the bin room.</i>	Maintenance	Daily	10
011	Check rubbish bins, sort and level bin deposits, rotate full bins as necessary Specifics: <i>Check bin storage areas regularly, ensure deposited rubbish is levelled within the bins and not allowed to overflow to the extent you can do so practically having regard to the conduct of those depositing the rubbish do not allow overflowing. Keep area in a clean and tidy condition. Duty applies to two (2) locations.</i> Refer ABMA Code: <i>Chapter 12 - Part B - Table 12C - Cleaning Standards - Compliance Levels - External Zones - Waste Disposal.</i>	Cleaner	Daily	10
021	Place out common property general waste bins on collection days, return bins after collection Specifics: <i>Return bins after collection following bin room clean</i> Refer ABMA Code: <i>Chapter 12 - Part B - Table 12C - Cleaning Standards - Compliance Levels - External Zones - Waste Disposal.</i>	Cleaner	Daily	30

026	Sweep, hose (when lawful), clean and maintain garbage chute bin room in a clean and tidy condition	Cleaner	Weekly	20
<p>Specifics: Duty performed three (3) times weekly following bin collections and includes, sweeping, hosing (when lawful), mopping and disinfecting floor, doors, chute door and drains, sanitize when required to remove any odours and ensure area remains free of vermin. Garbage chute to be cleaned by a contractor at the cost of the Body Corporate</p> <p>Refer ABMA Code: Chapter 12 - Part B - Table 12C - Cleaning Standards - Compliance Levels - External Zones - Waste Disposal.</p>				
043	Arrange, provide access and coordinate the cleaning and disinfecting of the rubbish bins by a contractor	Manager	Monthly	30
<p>Specifics: Duty required to be compliant with Environmental Protection Act 1994 - s.319 - General Environmental Duty and s.440 - General Offence Provision to Causing Environmental Nuisance. Cleaning of the bins is at the cost of the Body Corporate.</p> <p>Refer ABMA Code: Chapter 11 - Part B - Cl 11.31 (2).</p>				
067	Collect recycle skip bins from rubbish rooms, transport to collection area for collection by Council Contractor	Cleaner	Weekly	10
<p>Specifics: Recycle bins transported from rubbish rooms for collection, cleaned and returned. Duty performed once weekly.</p>				
071	Sweep, hose (when lawful) and clean general waste bin storage area	Cleaner	Weekly	20
<p>Specifics: Duty applies to bin and general rubbish storage area. Duty required to be compliant with Environmental Protection Act 1994 - s.319 - General Environmental Duty and s.440 - General Offence Provision to Causing Environmental Nuisance.</p>				

9 duty entries in RUB

Time allocation summary: RUB Rubbish Disposal

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	55	6.43	334.58
Weekly	50	0.83	43.33
Monthly	30	0.12	6.00
Quarterly	30	0.04	2.00
Total Hours:		7.42	385.91

SAU Sauna Room and Facilities

Duty ID	Duty Details	Role	Freq.	Time
001	Check and maintain the operation of sauna	Maintenance	Daily	3
<p>Specifics: Randomly check sauna throughout the day to ensure heaters are 'off' when not in use.</p> <p>Refer ABMA Code: Table 12B - Cleaning Standards - Compliance Levels - Internal Zones.</p>				
003	Clean sauna to remove built-up dirt, grime, stains, etc.	Cleaner	Monthly	30
<p>Specifics: Wipe over walls, seats and door to remove any mould with recommended timber treatment. Do not use ammonia or harsh cleaners as they will turn the wood grey.</p>				
005	Clean, mop and wipe out sauna	Cleaner	Weekly	10
<p>Specifics: Remove timber flooring, mop floor particularly under seating. Ensure bucket is full of water and sauna is left open after use to air out completely</p> <p>Refer ABMA Code: Table 12B - Cleaning Standards - Compliance Levels - Internal Zones.</p>				
006	Wipe and disinfect timber seats and clean flooring	Cleaner	Weekly	15
<p>Specifics: Treat timber seats with recommended sanitising product. Scrub/mop floor and sanitise.</p> <p>Refer ABMA Code: Table 12B - Cleaning Standards - Compliance Levels - Internal Zones.</p>				
011	Arrange and provide access for the re-oiling of the timber in the sauna	Manager	Annually	30
<p>Specifics: Notify residents of the shutdown of the sauna for the cleaning and re-oiling of the timber.</p>				
016	Arrange and monitor a contractor for the servicing of the sauna heater	Manager	Six Monthly	30
<p>Specifics: Sauna heater & associated equipment to be serviced as per manufacturers specifications.</p>				

6 duty entries in SAU

Time allocation summary: SAU Sauna Room and Facilities

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	3	0.35	18.25
Weekly	25	0.42	21.67
Monthly	30	0.12	6.00
Annually	30	0.01	0.50
Six Monthly	30	0.02	1.00
Total Hours:		0.91	47.42

SEC Security and Emergency Services

Duty ID	Duty Details	Role	Freq.	Time
001	Be available and respond to after-hours emergencies <i>Specifics: Be available to liaise with Police, Ambulance, Fire Services or Security Services and attend to any emergencies. An emergency is a situation that poses an immediate risk to health, life, property or environment. Most emergencies require urgent intervention to prevent a worsening situation.</i>	Manager	Weekly	60
002	Carry out regular audit of master keys, security keys, cards/fobs <i>Specifics: Audit includes the inspection and condition of keys, audit of key log to actual keys, identification of damaged or missing keys and verification of correct use of keys. Cancel or re-code any keys or cards/fobs as necessary to maintain security protection.</i>	Manager	Six Monthly	120
004	Carry out morning and evening security checks of building and facilities <i>Specifics: Identify any security breaches, vandalism or damage. Record in a log for reporting to the Body Corporate for further action.</i>	Manager	Daily	30
006	Check and test intercoms and communication systems, arrange any repairs <i>Specifics: Re-program if required. Arrange any specialist repairs</i> Refer ABMA Code: Table 11A - Maintenance Frequency and records.	Maintenance	Weekly	15
015	Monitor, maintain and ensure the ongoing operation of the CCTV security system and cameras <i>Specifics: Inspect cameras and clean and wipe lenses on a regular basis. Confirm cameras are covering their designated areas fully. Download any incidents considered important or essential for reporting to the Body Corporate for further action. Duty does not require continuous monitoring but periodic observance when caretaker and/or staff can view the monitors</i> Refer ABMA Code: Chapter 11 -Table 11A - Maintenance Frequency and Records.	Manager	Daily	15
048	Maintain a register of master keys under the control of the Body Corporate and the Lots in the Scheme as far as individual Lot Owners shall permit <i>Specifics: The possession of those keys shall be rendered to no other person other than a fully authorised representative of the Body corporate or the individual Lot Owner. The Service Contractor shall allow a lawfully authorised person in the course of their duties free access to any part of the common property (other than interior of Lots) as authorised at all reasonable times.</i>	Manager	Daily	15

6 duty entries in SEC

Time allocation summary: SEC Security and Emergency Services

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	60	7.02	365.00
Weekly	75	1.25	65.00
Six Monthly	120	0.08	4.00
Total Hours:		8.35	434.00

SPA Spa Pool and Associated Areas				
Duty ID	Duty Details	Role	Freq.	Time
005	Test, record and adjust spa chemical balance (chlorine & pH only) Specifics: <i>Test results to be recorded in a Log. Comprehensive testing to be carried out by a suitably qualified pool maintenance contractor on a daily basis at the cost of the Body Corporate</i> Refer ABMA Code: Chapter 15 - Part B - Table 15 A - Standard Of Chemical Testing Frequencies .	Maintenance	Daily	5
006	Vacuum and clean spa Specifics: <i>Brush sides of spa pool and steps to remove marks, rubbish/stains that cannot be accessed by the vacuum head</i> Refer ABMA Code: Chapter 12 Table 12C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (5).	Maintenance	Daily	15
009	Drain spa, scrub, clean and disinfect, re-fill and re-dose with chemicals Specifics: <i>Duty applies to water in isolated spa pool (i.e. not recirculating in the main pool). Turn off filter and spa heater during cleaning procedures.</i> Refer ABMA Code: Chapter 15 - Part B - Clause 15.31 - 2 (g).	Maintenance	Monthly	90
011	Scrub spa waterline to remove build-up of suntan lotions, body fats, etc Specifics: <i>Use a cleaning agent that will remove built up suntan lotions, body fats, etc. Cleaning may be required more frequently during periods of extreme temperatures or high usage.</i>	Maintenance	Weekly	15
013	Check and clean skimmer baskets Specifics: <i>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. Replace skimmer socks.</i>	Maintenance	Daily	5
016	Check filter pressure, backwash spa filter, top up spa as required Specifics: <i>Maintain the correct pool water level after backwashing. Backwash pool after heavy rain to reduce pool water back to correct level</i> Refer ABMA Code: Chapter 15 Table 15D Pool Care 7.	Maintenance	Weekly	10
019	Drain 25% of spa water and refill weekly Specifics: <i>Duty applies to water in isolated spa pool (i.e. not recirculating in the main pool).</i> Refer ABMA Code: Chapter 15 - Part B - Clause 15.31 - 2 (g).	Maintenance	Weekly	30
027	Check/test emergency stop switch controlling the spa pool pumps, blowers and heaters provided within 3.0 m of the spa pool to confirm it is operating correctly, visible at all times and clearly identified. Specifics: <i>Emergency stop switch controlling all spa pool pumps, blowers and heaters located within 3.0 m of the spa pool to be tested daily for correct operation, isolate the spa and arrange specialist repairs if the stop switch fails to operate correctly. As specified in AS 2610.1</i>	Maintenance	Daily	3

8 duty entries in SPA

Time allocation summary: SPA Pool and Associated Areas

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	28	3.28	170.33
Weekly	55	0.92	47.67
Monthly	90	0.35	18.00
Total Hours:		4.54	236.00

TEN	Tennis Court and Associated Facilities			
Duty ID	Duty Details	Role	Freq.	Time
002	Check tennis court, pick up rubbish, check net for damage, tension as required Specifics: <i>Keep the court in a tidy condition and available for use at any time. Ensure leaves are removed from court edges.</i> Refer ABMA Code: <i>Chapter 12 Table 12C - Cleaning Standards - Compliance Levels - External Zones - Recreation Areas (2).</i>	Maintenance	Daily	3
003	Check, inspect and maintain gates and fencing Specifics: <i>Secure any loose or damaged wire netting, inspect base of posts on a regular basis for signs of any rust or corrosion, arrange any specialist repairs.</i>	Maintenance	Quarterly	60
005	Spray edges of court with anti-mould, spray grass edges Specifics: <i>Spray outside perimeter of the court to prevent grass or weeds encroaching onto court surface.</i>	Gardener	Monthly	20
006	Sweep, hose (when lawful) and clean court surface, remove any surface marks Specifics: <i>Do not pressure clean surface. Duty may be required to be performed more frequently during seasonal times.</i>	Maintenance	Monthly	60
009	Spray court surface with recommended chemical to remove any algae or moss. Specifics: <i>Seek professional advice on suitable treatment/spray for the build-up of algae or moss growing in the sand or between grass particles.</i>	Maintenance	Quarterly	60
010	Blowervac/sweep court surface Specifics: <i>Clean court surface and keep clear of leaves, litter or other any rubbish .</i> Refer ABMA Code: <i>Chapter 12 Table 12C - Cleaning Standards - Compliance Levels - External Zones - Recreation Areas (2).</i>	Maintenance	Weekly	20
014	Check and clean tennis court drainage Specifics: <i>Check grates [if any] are in sound condition and secure. Check during or following heavy rainfall or storms to confirm water is able to flow freely.</i>	Maintenance	Monthly	15

7 duty entries in TEN

Time allocation summary: TEN Tennis Court and Associated Facilities

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	3	0.35	18.25
Weekly	20	0.33	17.33
Monthly	95	0.37	19.00
Quarterly	120	0.15	8.00
Total Hours:		1.20	62.58

UES	Unit Entries, Stairwells and Associated Areas			
	Location: Buildings A, C, D & E			
Duty ID	Duty Details	Role	Freq.	Time
001	Check all common area entrances, stairwells, hallways, corridors and adjacent areas, pick up litter, spot clean as required. Specifics: <i>Randomly inspect all stairwells and foyers during the performance of regular daily duties being carried out in associated areas, clean up any spillages or dropped rubbish. Fourteen (14) stairwells.</i> Refer ABMA Code: <i>Chapter 12 - Part B - Table 12 B - Cleaning Standards - Compliance Levels - Internal Zones.</i>	Cleaner	Daily	30
002	Clean glass entry/exit doors, doorframes and any surrounding glass panels to stairwells. Specifics: <i>Clean inside and outside of doors and any glass panels on either side. Clean door frames and hardware. Apply treatment to any stainless steel fittings. Duty applies to 14 entrance/exit doors.</i>	Cleaner	Weekly	75

Refer ABMA Code: *Chapter 12 Table 12B - Cleaning Standards - Compliance Levels - Internal Zones.*

003	Sweep/vacuum/mop and clean common area unit entrance stairwell, hallways, corridors and adjacent areas	Cleaner	Weekly	280
	Specifics: <i>Duty includes tiled ground floor entry. Wipe handrails, spot clean marks from stairwell walls</i>			
	Refer ABMA Code: <i>Chapter 12 - Part B Table 12 B - Cleaning Standards - Compliance Levels - Internal Zones.</i>			
004	De-web cornices, dust and clean light fittings, spot clean walls.	Cleaner	Monthly	120
	Specifics: <i>Duty includes exit signs, light fittings, doors and door frames, remove any scuff marks from walls</i>			
	Refer ABMA Code: <i>Table 12C - Cleaning Standards - External Zones.</i>			
007	Wipe down and clean all common area doors and door frames	Cleaner	Quarterly	280
	Specifics: <i>Includes inside edge of door frame to remove built-up matter and moisture that could damage the frame .</i>			
	Refer ABMA Code: <i>Table 12B – Cleaning Standards - Compliance Levels – Internal Zones</i>].			

5 duty entries in UES at Buildings A, C, D & E

Time allocation summary: UES Unit Entries, Stairwells and Associated Areas

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	30	3.51	182.50
Weekly	355	5.92	307.67
Monthly	120	0.46	24.00
Quarterly	280	0.36	18.67
Total Hours:		10.25	532.84

UFF Residential Level Foyers and Associated Areas

Location: **Building B North & South**

Duty ID	Duty Details	Role	Freq.	Time
005	Check floor level foyers, pick up litter, spot clean as required	Cleaner	Daily	40
	Specifics: <i>Check all residential floor level foyers, pick up any rubbish, remove excess items from garbage chute area including recycle materials, spot clean any marks including glass areas</i>			
	Refer ABMA Code: <i>Chapter 12 - Part B - Table 12B – Cleaning Standards - Compliance Levels – Internal Zones.</i>			
010	Clean all residential foyer level glass windows and frames	Cleaner	Monthly	90
	Specifics: <i>Spot clean as needed between full cleans. Clean all accessible glass areas inside including frames and ledges. Does not include cleaning of areas that exceed a fall height of one metre to access or requires access via a ladder of platform. Duty applies to levels 5 and 6 in North and South towers.</i>			
	Refer ABMA Code: <i>Table 12B Cleaning Standards - Compliance Levels - Internal Zones.</i>			
011	Clean and polish lift cars internally	Cleaner	Daily	20
	Specifics: <i>Includes floors, side panels, call plates, mirrors, handrails and inside of doors. Wipe all stainless steel with protective oil.</i>			
012	Clean and polish lift doors and door frames	Cleaner	Daily	20
	Specifics: <i>Apply protective oil to stainless steel areas. Ground level lift doors to be cleaned daily, upper level lift doors to be cleaned weekly.</i>			
	Refer ABMA Code: <i>Chapter 12 - Part B - Table 12B – Cleaning Standards - Compliance Levels – Internal Zones.</i>			
014	Clean lift door entrance plate grooves	Cleaner	Monthly	30
	Specifics: <i>Vacuum/sweep/scrub/scrape grooves to remove dirt and grime.</i>			
017	De-web cornices, dust and clean light fittings, spot clean walls	Cleaner	Monthly	90
	Specifics: <i>Duty includes wiping of skirting boards and common are doors and door frames, remove any scuff marks from walls when such removal will not damage paintwork. Patching of dents and damage to walls and doors and removal of scratch marks, heavy scuff marks and the likes to be done by a skilled tradesperson</i>			
	Refer ABMA Code: <i>Chapter 12 - Part B - Table 12B – Cleaning Standards - Compliance Levels – Internal Zones.</i>			
029	Sweep, mop, clean and disinfect each floor level rubbish room	Cleaner	Weekly	60
	Specifics: <i>Wipe doors and handles, wipe walls particularly to remove any stains, clean bins</i>			

Refer ABMA Code: *Chapter 12 - Part B - Table 12B – Cleaning Standards - Compliance Levels – Internal Zones.*

045	Wipe down and clean individual unit entry doors and door hardware including locks and handles	Cleaner	Quarterly	330
	Specifics: <i>Duty applies to doors, door hardware and door frames. Apply protective oil to stainless steel fittings</i>			
	Refer ABMA Code: <i>Chapter 12 Table 12E - Recurrent Cleaning Standards - 8.</i>			
050	Sweep/vacuum/mop and clean tiled areas of residential floor level foyers	Cleaner	Weekly	180
	Specifics: <i>Treat any stains with a suitable cleaning agent that will not damage the tiles or grouting. Wipe top railings of balustrading.</i>			
	Refer ABMA Code: <i>Table 12B – Cleaning Standards Compliance Levels – Internal Zones.</i>			

9 duty entries in UFF at Building B North & South

Time allocation summary: UFF Residential Level Foyers and Associated Areas

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Daily (365 pa)	80	9.36	486.67
Weekly	240	4.00	208.00
Monthly	210	0.81	42.00
Quarterly	330	0.42	22.00
Total Hours:		14.59	758.67

WHS Workplace Health and Safety

Duty ID	Duty Details	Role	Freq.	Time
002	Conduct a site induction for all maintenance Contractors	Manager	Quarterly	60
	Specifics: <i>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 (Section 316 of WH&S Regs 2011)</i>			
	Refer ABMA Code: <i>Chapter 17 - Part B - Cl 17.31.</i>			
004	Engage and accompany a licensed/qualified consultant to review and update the Scheme's Safe Work Plan at the cost of the Body Corporate	Manager	Annually	120
	Specifics: <i>Provide a copy of the new plan to the Committee and instigate any new strategies recommended by the Consultant</i>			
	Refer ABMA Code: <i>Chapter 17.0.</i>			
006	Require all Contractors that provide services to the Body Corporate to sign in and out when entering and prior to leaving the site.	Manager	Weekly	10
	Specifics: <i>Maintain a visitor/contractor sign in register to be signed upon arrival and prior to departure. Indemnity proof all new contractors including review of WorkCover policies, insurance policies, statutory licences, test & tag of electrical appliances, etc prior to any works commencing (review of each contractor performed annually)</i>			
	Refer ABMA Code: <i>Chapter 17 - Part B - Cl 17.31 (3) & (4).</i>			
009	Maintain a register of all chemicals/hazardous materials/controlled substances used and stored on-site	Manager	Monthly	20
	Specifics: <i>Store chemicals/hazardous materials/controlled substances off the floor on shelving, provide Safety Data Sheets (SDS). Keep SDS for all chemicals/hazardous materials/controlled substances in the storage facility and a copy on file at Reception</i>			
	Refer ABMA Code: <i>Chapter 17 - Part B - Cl 17.31 (7) & (8).</i>			
010	Report promptly any identified hazards or danger to the Committee for further instructions, take remedial action where necessary	Manager	Monthly	30
	Specifics: <i>Report hazards within 24 hours to the Committee. Take remedial action immediately including isolating the hazard/area. Arrange and supervise the rectification of the hazard as instructed by the Committee. Keep records of reported hazards for 6 years</i>			
	Refer ABMA Code: <i>Chapter 17.0.</i>			

013	Maintain an emergency plan for the workplace to comply with WH&S Regulation 43	Manager	Quarterly	45
	Specifics: <i>Specialist to compile emergency plan. Plan to include:- effective response to emergency, evacuation procedures, notification of emergency service organisations, medical treatment/assistance, communication between the person authorised and all people in the workplace, training and instruction to people in the workplace (Refer Regulation 43 of WH&S Regulations)</i>			
	Refer ABMA Code: Chapter 17 - Part B Chapter 17.40.			
019	Arrange and provide access to the complex for any required safety inspection by a qualified safety auditor	Manager	Annually	120
	Specifics: <i>Arrange any inspection at the direction and cost of the Body Corporate, implement any recommendations approved by the Body Corporate without delay</i>			
	Refer ABMA Code: Chapter 17 - Part B - Cl 17.36 ii.			
020	Arrange/attend with a suitably licensed/qualified consultant to review the Body Corporate's obligations under the WH&S Act	Manager	Annually	120
	Specifics: <i>Arrange a consultant to review the Body Corporate's policies and procedures to comply with the WH&S Act, forward any recommendations to the Committee for approval and instigation</i>			
	Refer ABMA Code: Chapter 17.0.			
087	Maintain the permits for Hot Work, Isolations, Confined Space access, etc	Manager	Annually	120
	Specifics: <i>Ensure these permits are completed by the contractors before any such work can be carried out on-site.</i>			
	Refer ABMA Code: Chapter 17 - Part b - Table 17 A - Permits.			
088	Check and confirm contractors comply with the Pre-start Checklist and Site Management Checklist when carrying out work on the common property	Manager	Weekly	30
	Specifics: <i>Ensure a Safe Work Management Statement (SWMS) is prepared to comply with WH&S Regulations</i>			
	Refer ABMA Code: Chapter 17 - Part B - Table 17 B - Pre-start - Checklist, Table 17 C - Site Management Checklist (A) - General Housekeeping and 17 D - Site Safety Checklist.			
089	Monitor the Safe Operating Procedures for the operation of plant and equipment and ensure operators are trained in the operation of the plant and equipment	Manager	Monthly	30
	Specifics: <i>Duty includes, but not limited to; - rubbish compactor, hydraulic bin carousel, hot water tank bleeding, RCD push button testing, etc.</i>			
	Refer ABMA Code: Chapter 17 - Part B - Cl 17.33.			

11 duty entries in WHS

Time allocation summary: WHS Workplace Health and Safety

Duty Frequency	Total Minutes	Weekly Hours	Annual Hours
Weekly	40	0.67	34.67
Monthly	80	0.31	16.00
Quarterly	105	0.13	7.00
Annually	480	0.15	8.00
Total Hours:		1.26	65.67

Schedule Costing Totals

Duty Frequency Schedule Grand Totals

Duty Frequency	Daily Hours	Weekly Hours	Annual Hours
Daily (7 days pw or 365 days pa)	8.57	60.01	3,120.75
Weekly		34.74	1,806.13
Fortnightly		1.88	97.50
Monthly		13.40	697.00
Two Monthly		0.00	0.00
Quarterly		2.06	107.00
Four Monthly		0.00	0.00
Six Monthly		1.33	69.33
Annually		0.85	44.17
Biennial		0.00	0.00
Three Yearly		0.00	0.00
Five Yearly		0.00	0.00
(Weeks in year = 52) Total hours:	8.57	114.27	5,941.88

Duty Category Grand Totals: Annual Hours

Duty Category	Annual Hours
BBQ Barbecues and Associated Entertaining Areas	250.33
BCM Management Administrative Services	274.25
CAT Common Area Toilets and Associated Facilities	131.75
CPL Compliance Management	11.67
DCE Driveways, Visitor Car Park Areas and Entrances	258.13
EFR Entrance, Entry Foyer, Reception and Lifts	348.58
EMP Emergency and Evacuation Procedures	4.67
FES Fire Escape Doors, Stairs and Landings	44.00
GEN General Areas	56.00
GYM Gymnasium and Associated Facilities	169.00
IAS Infrastructure Administrative Services	33.00
LGL Lawns, Gardens and Landscape Features	942.67
LIG Common Area Lighting and Associated Infrastructure	66.67
MNT Maintenance, Repairs and Services	195.00
OSP Outdoor Swimming Pool and Associated Areas	463.67
PER Porte-Cochere, Entrance and Associated Areas	169.42
RUB Rubbish Disposal	385.92
SAU Sauna Room and Facilities	47.42
SEC Security and Emergency Services	434.00
SPA Spa Pool and Associated Areas	236.00
TEN Tennis Court and Associated Facilities	62.58
UES Unit Entries, Stairwells and Associated Areas	532.83
UFF Residential Level Foyers and Associated Areas	758.67
WHS Workplace Health and Safety	65.67
Total hours:	5,941.88

Duty Category Grand Totals: Weekly Hours

Duty Category	Weekly Hours	%
BBQ Barbecues and Associated Entertaining Areas	4.81	4.21
BCM Management Administrative Services	5.27	4.62
CAT Common Area Toilets and Associated Facilities	2.53	2.22
CPL Compliance Management	0.22	0.20

BMCS Duties & Times Schedule

DCE	Driveways, Visitor Car Park Areas and Entrances	4.96	4.34
EFR	Entrance, Entry Foyer, Reception and Lifts	6.70	5.87
EMP	Emergency and Evacuation Procedures	0.09	0.08
FES	Fire Escape Doors, Stairs and Landings	0.85	0.74
GEN	General Areas	1.08	0.94
GYM	Gymnasium and Associated Facilities	3.25	2.84
IAS	Infrastructure Administrative Services	0.63	0.56
LGL	Lawns, Gardens and Landscape Features	18.13	15.86
LIG	Common Area Lighting and Associated Infrastructure	1.28	1.12
MNT	Maintenance, Repairs and Services	3.75	3.28
OSP	Outdoor Swimming Pool and Associated Areas	8.92	7.80
PER	Porte-Cochere, Entrance and Associated Areas	3.26	2.85
RUB	Rubbish Disposal	7.42	6.49
SAU	Sauna Room and Facilities	0.91	0.80
SEC	Security and Emergency Services	8.35	7.30
SPA	Spa Pool and Associated Areas	4.54	3.97
TEN	Tennis Court and Associated Facilities	1.20	1.05
UES	Unit Entries, Stairwells and Associated Areas	10.25	8.97
UFF	Residential Level Foyers and Associated Areas	14.59	12.77
WHS	Workplace Health and Safety	1.26	1.11
(Weeks in year = 52)		Total hours:	114.27 100

Duty Category Grand Totals: Unit Holder Costing @ 54.51 ph.

Duty Category		Weekly Hours	%	\$ P/A	\$ P/W	\$ P/D
BBQ	Barbecues and Associated Entertaining Areas	4.81	4.21	13,645.67	2.10	0.30
BCM	Management Administrative Services	5.27	4.62	14,949.37	2.30	0.33
CAT	Common Area Toilets and Associated Facilities	2.53	2.22	7,181.69	1.10	0.16
CPL	Compliance Management	0.22	0.20	635.95	0.10	0.01
DCE	Driveways, Visitor Car Park Areas and Entrances	4.96	4.34	14,070.85	2.16	0.31
EFR	Entrance, Entry Foyer, Reception and Lifts	6.70	5.87	19,001.28	2.92	0.42
EMP	Emergency and Evacuation Procedures	0.09	0.08	254.38	0.04	0.01
FES	Fire Escape Doors, Stairs and Landings	0.85	0.74	2,398.44	0.37	0.05
GEN	General Areas	1.08	0.94	3,052.56	0.47	0.07
GYM	Gymnasium and Associated Facilities	3.25	2.84	9,212.19	1.42	0.20
IAS	Infrastructure Administrative Services	0.63	0.56	1,798.83	0.28	0.04
LGL	Lawns, Gardens and Landscape Features	18.13	15.86	51,384.76	7.91	1.13
LIG	Common Area Lighting and Associated Infrastructure	1.28	1.12	3,634.00	0.56	0.08
MNT	Maintenance, Repairs and Services	3.75	3.28	10,629.45	1.64	0.23
OSP	Outdoor Swimming Pool and Associated Areas	8.92	7.80	25,274.47	3.89	0.55
PER	Porte-Cochere, Entrance and Associated Areas	3.26	2.85	9,234.90	1.42	0.20
RUB	Rubbish Disposal	7.42	6.49	21,036.32	3.24	0.46
SAU	Sauna Room and Facilities	0.91	0.80	2,584.68	0.40	0.06
SEC	Security and Emergency Services	8.35	7.30	23,657.34	3.64	0.52
SPA	Spa Pool and Associated Areas	4.54	3.97	12,864.36	1.98	0.28
TEN	Tennis Court and Associated Facilities	1.20	1.05	3,411.42	0.52	0.07
UES	Unit Entries, Stairwells and Associated Areas	10.25	8.97	29,044.74	4.47	0.64
UFF	Residential Level Foyers and Associated Areas	14.59	12.77	41,354.92	6.36	0.91
WHS	Workplace Health and Safety	1.26	1.11	3,579.49	0.55	0.08
(Weeks in year = 52)		Total:	114.27 100	323,892.06	49.83	7.09

Notes: P/A = Total annual site cost across 125 units; P/W = Unit owner weekly cost; P/D = Unit owner daily cost;

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