

# Schedule A

## Example Apartments

### ***Caretaker's Specific Duties and Responsibilities Schedule - Monday to Sunday Inclusive***

## Duties to be Performed: Daily

### **1.1 Barbecues and Associated Entertaining Areas**

#### **1 Check barbecues, clean barbecue plates and confirm proper and safe operation**

**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

**Refer ABMA Code:** Table 12C - Cleaning Standards - Compliance Levels - External Zones]

### **1.2 Management Administrative Services**

#### **1 Monitor the observance of the by-laws by those using the common property or within a Lot**

**Specifics:** 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)].

**Refer ABMA Code:** Refer ABMA Code - Chapter 18 - Part B - Cl 18.33 (5).

### **1.3 Common Area Toilets and Associated Facilities**

#### **1 Check common area toilets, clean and service facilities**

**Location:** Gymnasium

**Specifics:** Re-stock consumables. Empty rubbish bin and replace bin liner. Wipe doors and handles

**Refer ABMA Code:** Chapter 12 - Part B Table 12B - Cleaning Standards - Compliance Levels - Internal Zones - Sanitary Zones 1 & 2

#### **2 Mop and clean floors with disinfectant cleaner**

**Location:** Gymnasium

**Specifics:** Place out safety signage during cleaning process. Dry floors after mopping to prevent accidental slip-page. Randomly check throughout the day and maintain in a clean and tidy condition

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

#### **3 Check common area toilets, clean and service facilities**

**Location:** Pool Deck X 2

**Specifics:** Re-stock consumables. Empty rubbish bin and replace bin liner. Wipe doors and handles

**Refer ABMA Code:** Chapter 12 - Part B Table 12B - Cleaning Standards - Compliance Levels - Internal Zones - Sanitary Zones 1 & 2

#### **4 Mop and clean floors with disinfectant cleaner**

**Location:** Pool Deck X 2

**Specifics:** Place out safety signage during cleaning process. Dry floors after mopping to prevent accidental slip-page. Randomly check throughout the day and maintain in a clean and tidy condition

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

### **1.4 Driveways, Visitor Car Park Areas and Entrances**

#### **1 Check and clean car park lift lobby areas**

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

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

#### **2 Monitor all residents/occupiers/visitors regarding vehicle parking and security**

**Specifics:** Advise Resident/Occupier/Visitor/Owner/Tenant (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. Duty includes visitor car parking area and the use of the loading bay and electric vehicle charging stations.*

**3 Pick up and dispose of litter from entrances, driveways and visitor carpark areas**

**Specifics:** Randomly check throughout the day when in the area performing other duties to ensure car park remains in a clean and tidy condition

**Refer ABMA Code:** Chapter 12 - Part B - Table 12 C - Cleaning Standards - Compliance Levels - External Zones

**1.5 Complex Entrances, Pathways and Associated Areas**

**1 Check all areas, pick up and dispose of litter**

**Specifics:** Check entrance stairs, ramps, walkways and outdoor common areas, keep in a clean and tidy condition.

**1.6 Gymnasium and Associated Facilities**

**1 Check gymnasium regularly, tidy and spot clean as required**

**Specifics:** Tidy equipment and ensure everything is kept in its respective place (weights, dumbbells, etc).

**Refer ABMA Code:** Chapter 12 - Part b - Table 12B – Cleaning - Standards - Compliance Levels – External Zones - Rec Areas (6)

**2 Check, wipe down gym equipment**

**Specifics:** Includes seats and handles and dusting, cleaning and treating frames to inhibit rusting. Ensure stock of disinfectant wipes is available for users at all times

**Refer ABMA Code:** Chapter 12 - Part B - Table 12B – Cleaning - Standards - Compliance Levels – Internal Zones - Rec Areas (6)

**3 Vacuum/mop and clean floors**

**Specifics:** Spot clean any marks or stains. Vacuum under equipment where accessible

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

**1.7 Lawns, Gardens and Landscape Features**

**1 Pick up and dispose of litter, dead foliage, fronds and branches from lawns, gardens and common property**

**Specifics:** Pick up dropped palm fronds, branches, blown in rubbish, cigarette butts, etc, from common area lawns and garden areas, tidy gardens when required

**Refer ABMA Code:** Chapter 13 - Part B Table 13(B) - Recurrent Garden Care Frequencies (1)

**1.8 Outdoor Swimming Pool and Associated Areas**

**1 Check and confirm the correct pump operation, maintain the operation of the automatic chlorinator**

**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

**Refer ABMA Code:** Chapter 15 - Part B - Cl 15.31 - 3 (c)

**2 Check area, pick up and dispose of rubbish and litter**

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

**Refer ABMA Code:** Chapter 12 Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (5)

**3 Remove floating and suspended matter from pool using scoop net**

**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

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

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

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

**Refer ABMA Code:** Chapter 15 - Part B Table 15A - Chemical Testing

## 1.9 Rubbish Disposal

### 1 Check rubbish bins, sort and level bin deposits, rotate full bins as necessary

**Specifics:** 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.

**Refer ABMA Code:** Chapter 12 - Part B - Table 12C - Cleaning Standards - Compliance Levels - External Zones - Waste Disposal

## 1.10 Security and Emergency Services

### 1 Carry out morning and evening security checks of building and facilities

**Specifics:** Identify any security breaches, vandalism or damage. Record in a log for reporting to the Body Corporate for further action.

## 1.11 Residential Level Foyers and Associated Areas

### 1 Check floor level foyers, pick up litter, spot clean as required

**Location:** All Floor Levels

**Specifics:** 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

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

### 2 Clean and polish lift cars internally

**Location:** Ground Level

**Specifics:** Includes floors, side panels, call plates, mirrors, handrails and inside of doors. Wipe all stainless steel with protective oil.

### 3 Clean and polish lift doors and door frames

**Location:** Ground Level

**Specifics:** Vacuum/sweep/scrub/scrape entrance plate grooves to remove dirt and grime. Apply protective oil to stainless steel areas

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

## Duties to be Performed: Weekly

## 2.1 Barbecues and Associated Entertaining Areas

### 1 Wipe and clean tables, chairs and associated furniture with suitable cleanser

**Specifics:** Keep furniture in a safe and serviceable condition and arranged in a tidy manner, keep in a clean and tidy condition and available for use at all times, report any damaged or missing furniture. Duty applies to two locations

**Refer ABMA Code:** Chapter 12 - Part B - Table 12C - Cleaning Standards - Compliance Levels - External Zones - Recreational Areas (1)

### 2 Wipe down and clean benchtops, splashbacks and cupboards

**Specifics:** Duty includes stainless steel sink and other associated fixtures and fittings

**Refer ABMA Code:** Table 12C - Cleaning Standards - Compliance Levels - External Zones - Recreational Areas (1)

### 3 Sweep, hose (when lawful), mop and clean barbecue floor areas

**Specifics:** Duty to be performed twice weekly and more frequently in times of high usage. Spot clean any fats or spillages with a suitable cleanser

**Refer ABMA Code:** Chapter 12 Table 12C - Cleaning Standards - Compliance Levels - External Zones - Recreational Areas (1)

## 2.2 Management Administrative Services

### 1 Be available or contactable to liaise with Committee Representative and attend to common property issues

**Specifics:** Liaise personally or by phone/email with the nominated Committee Representative or Body Corporate Manager as required or requested during normal business hours.

### 2 Maintain a log of any security issues

**Specifics:** Record all matters that may be considered important or essential for recording and reporting to the Committee for further action.

## 2.3 Common Area Toilets and Associated Facilities

- 1 **Clean doors and door handles, partitions and light switches with disinfectant cleaner**  
**Location:** Gymnasium  
**Specifics:** Wipe top ledges of doors and partitions. Disinfect door handles.  
**Refer ABMA Code:** Chapter 12 - Part B Table 12B - Cleaning Standards - Compliance Level - Internal Zones (Hard Surfaces 2 & 3)
- 2 **Clean showers, tiled walls, etc**  
**Location:** Gymnasium  
**Specifics:** Treat tiled surfaces and grout for mould and mildew  
**Refer ABMA Code:** Chapter 12 - Part B Table 12B - Cleaning Standards - Compliance Levels - Internal Zones - Hard Surfaces
- 3 **Clean doors and door handles, partitions and light switches with disinfectant cleaner**  
**Location:** Pool Deck X 2  
**Specifics:** Wipe top ledges of doors and partitions. Disinfect door handles.  
**Refer ABMA Code:** Chapter 12 - Part B Table 12B - Cleaning Standards - Compliance Level - Internal Zones (Hard Surfaces 2 & 3)

## 2.4 Driveways, Visitor Car Park Areas and Entrances

- 1 **Blow/sweep/hose (when no water restrictions apply) and clean street entrance, driveways and visitor carparks**  
**Specifics:** Duty applies to street entrance, common area driveways, ramps and visitor car parks  
**Refer ABMA Code:** Chapter 12 Table 12C - Cleaning Standards - Compliance Levels - External Zones
- 2 **Check and confirm car parks are kept clear of excess items.**  
**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 ABMA Code:** Chapter 12 - Part B - Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (3)
- 3 **Sweep and clean emergency exit stairs from basement car parking areas**  
**Specifics:** Confirm exit doors operate freely and that self-closers are operating for security reasons. Confirm there is safe egress from the basement in the case of fire or emergency evacuation  
**Refer ABMA Code:** Chapter 12 Table 12 C - Cleaning Standards - Compliance Levels - External Zones
- 4 **Clean any minor leaks of oil, fluid leaks or other discharge from vehicles or equipment on common area driveways and visitor car parks**  
**Specifics:** Clean any fresh stains as soon as reasonably practical when noticed or reported to limit permanent staining or spreading via vehicle or pedestrian traffic. Identify and report to the Body Corporate any oil, grease, leaks and spills in any Exclusive Use areas  
**Refer ABMA Code:** Chapter 12 - Part B Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Recreational Areas (3)

## 2.5 Complex Entrances, Pathways and Associated Areas

- 1 **Wipe and clean all balustrading/handrails**  
**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 12B - Cleaning Standards - Compliance Levels - Internal Zones - Hard Surfaces
- 2 **Clean letter boxes, dispose of any unsolicited mail or papers**  
**Specifics:** Specific:- Keep area in a clean and tidy condition, report to any relevant resident of an unlocked mail box.
- 3 **Sweep/hose (when lawful) and clean all walkways/pathways and associated areas**  
**Specifics:** Clean all paved/tiled entrance areas, paths through garden areas and surrounding building.
- 4 **Sweep/mop and clean external tiled entrance areas to main entry foyer**  
**Specifics:** Place out safety signage during cleaning process. Squeegee away any water that could cause slippage or falls, wipe and clean garden seating [Refer ABMA table 12B - Cleaning Standards - Compliance Levels - Internal Zones].

## 2.6 Fire Escape Doors, Stairs and Landings

### 1 Check fire escape stairs and landings, pick up litter, spot clean.

**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

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

## 2.7 General Areas

### 1 Check and refill hand sanitisers and wipes located throughout the building/complex

**Specifics:** Duty includes, but not limited to, entry foyers, residential level foyers, gymnasium, toilets, etc. Sanitiser and wipes are at the cost of the Body Corporate.

## 2.8 Gymnasium and Associated Facilities

### 1 Clean glass windows, doors and door frames

**Specifics:** Wash and clean windows and doors inside and out each morning. Wipe and clean frames and ledges and door hardware. Spot clean (finger marks, etc) throughout the day as necessary when in the area.

## 2.9 Lawns, Gardens and Landscape Features

### 1 Hand water potted plants and garden areas not covered by the sprinkler system

**Specifics:** Specific:- Check soil in pots and water as required. Set up hoses and sprinklers to water lawns and gardens not covered by the sprinkler system. ensure watering times comply with local government water restrictions

**Refer ABMA Code:** Chapter 13 - Part B Table 13D

## 2.10 Common Area Lighting and Associated Infrastructure

### 1 Inspect all common area lights, replace accessible faulty bulbs/tubes

**Specifics:** .Duty applies to all areas; car parks, storage rooms, plant rooms, cupboards or similar, residential levels, fire escapes, lifts, lobbies, foyers, entries, pool, BBQ area, common or communal facilities, walkways and any other associated areas, etc. Ensure all external lights and garden lights are kept clear of branches, vegetation, etc. 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.

## 2.11 Maintenance, Repairs and Services

### 1 Carry out minor repairs and maintenance to common property that do not require the services of a licensed tradesperson/contractor

**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.

### 2 Provide access, maintain a register and liaise with contractors/tradesmen when on-site for common property repair work

**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

## 2.12 Outdoor Swimming Pool and Associated Areas

### 1 Brush sides of pool to remove build-up of dirt, marks or stains

**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.

**Refer ABMA Code:** ABMA Code - Chapter 15 - Part B - Table 15D - Building Management Guidelines & Standards

for Pool & Spa Care

- 2 **Check, empty and service pool skimmer baskets as required**  
**Specifics:** Regularly clean skimmer baskets with a suitable cleaning agent to remove build-up of suntan lotions, body fats, etc that restricts flow and harbor disease  
**Refer ABMA Code:** Chapter 15 Table 15D - Pool Care (4)
- 3 **Check filter pressure and backwash pool filter and top up pool as required**  
**Specifics:** Maintain the correct pool water level after backwashing. Backwash pool after heavy rain to reduce pool water back to correct level  
**Refer ABMA Code:** Chapter 15 Table 15D Pool Care 7
- 4 **Check pool safety fencing, test and lubricate gate mechanisms**  
**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  
**Refer ABMA Code:** Chapter 15 - Part B - Clause 15.30
- 5 **Maintain pool equipment, equipment room and chemical storage facility in a clean and tidy condition**  
**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  
**Refer ABMA Code:** TABMA Code - Chapter 15 - Part B - Table 15D - Building Management Guidelines & Standards for Pool & Spa Care (Plant Room)
- 6 **Manually vacuum and clean pool**  
**Specifics:** Pool to be vacuumed at a frequency to confirm it remains in a clean and tidy condition at all reasonable times. Duty to be performed in the morning when all foreign matter has settled overnight and vacuuming to be completed prior to pool opening times  
**Refer ABMA Code:** ABMA Code - Chapter 15 - Part B - Table 15D - Building Management Guidelines & Standards for Pool & Spa Care
- 7 **Sweep, hose (when lawful) and clean pool surrounds**  
**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)
- 8 **Clean outdoor shower.**  
**Specifics:** Wipe shower fittings (tap & rose) and disinfect or sanitise the shower recess area including the floor.  
**Refer ABMA Code:** Chapter 12 - table 12C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (5)

## 2.13 Rubbish Disposal

- 1 **Sweep, hose (when lawful) and clean general waste bin storage area**  
**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.

## 2.14 Security and Emergency Services

- 1 **Be available and respond to after-hours emergencies**  
**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.
- 2 **Check and test operation of automatic gates and doors, entry intercom systems and keypads**  
**Specifics:** Ensure all security access to and egress from the complex is operating correctly. Arrange any specialist repairs or servicing at the cost of the Body Corporate.
- 3 **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**  
**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.

## 2.15 Residential Level Foyers and Associated Areas

- 1 **Clean and polish lift doors and door frames**  
**Location:** East Towers Levels 2 to 4  
**Specifics:** Vacuum/sweep/scrub/scrape entrance plate grooves to remove dirt and grime. Apply protective oil to stainless steel areas  
**Refer ABMA Code:** Chapter 12 - Part B - Table 12B – Cleaning Standards - Compliance Levels – Internal Zones
- 2 **Vacuum and clean all carpeted areas of residential floor level foyers**  
**Location:** East Towers Levels 2 to 4  
**Specifics:** Spot clean any stains  
**Refer ABMA Code:** Chapter 12 - Part B Table 12 B - Cleaning Standards - Compliance Levels - Internal Zones - Soft Floors (2)
- 3 **Clean all accessible common area glass doors, windows and frames**  
**Location:** Ground Level  
**Specifics:** Duty applies to inside and outside of glass doors and door frames giving access to garbage chute and fire stairs and includes inside of glass balustrading  
**Refer ABMA Code:** Chapter 12 - Part B - Table 12 B - Cleaning Standards - Compliance Levels - Internal Zones (Hard Surfaces 4)
- 4 **Sweep/mop/vacuum and clean building entrance foyer**  
**Location:** Ground Level  
**Specifics:**
- 5 **Clean and polish lift doors and door frames**  
**Location:** West Towers Levels 1 to 3  
**Specifics:** Vacuum/sweep/scrub/scrape entrance plate grooves to remove dirt and grime. Apply protective oil to stainless steel areas  
**Refer ABMA Code:** Chapter 12 - Part B - Table 12B – Cleaning Standards - Compliance Levels – Internal Zones
- 6 **Vacuum and clean all carpeted areas of residential floor level foyers**  
**Location:** West Towers Levels 1 to 3  
**Specifics:** Spot clean any stains  
**Refer ABMA Code:** Chapter 12 - Part B Table 12 B - Cleaning Standards - Compliance Levels - Internal Zones - Soft Floors (2)

## 2.16 Workplace Health and Safety

- 1 **Require all Contractors that provide services to the Body Corporate to sign in and out when entering and prior to leaving the site.**  
**Specifics:** Maintain a visitor/contractor sign in register to be signed upon arrival and prior to departure. Indemnity proof all new contractors including review of WorkCover policies, insurance policies, statutory licenses, test & tag of electrical appliances, etc prior to any works commencing (review of each contractor performed annually)  
**Refer ABMA Code:** Chapter 17 - Part B - Cl 17.31 (3) & (4)

## Duties to be Performed: Fortnightly

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### 3.1 Management Administrative Services

- 1 **Check and verify contractor and supplier invoices for payment in respect of goods and services supplied to the building owner**  
**Specifics:** 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  
**Refer ABMA Code:** Chapter 18 - Part B - Clause 18.33 - (2)

### 3.2 Outdoor Swimming Pool and Associated Areas

- 1 **Arrange for the comprehensive water testing by a fully equipped and qualified pool maintenance service at the cost of the Body Corporate**  
**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)

## Duties to be Performed: Monthly

### 4.1 Barbecues and Associated Entertaining Areas

- 1 **Deweb, dust, hose (when no water restrictions apply) and clean accessible areas of barbecue pergola**  
**Specifics:** Does not include cleaning of areas that exceed a fall height of one metre or requires access via a ladder of platform  
**Refer ABMA Code:** Chapter 12 - Part B Table 12C - Cleaning Standards - Compliance Levels - External Zones - Recreational Areas (1)

### 4.2 Management Administrative Services

- 1 **Carry out regular complex inspections and report to the Committee**  
**Specifics:** 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.
- 2 **Record and issue permits for the storage of bicycles on site**  
**Specifics:** - Notify residents/tenants of the requirement to register any bicycles to be stored in the bicycle storage facility. Make arrangements for the removal of any unregistered or abandoned equipment.
- 3 **Maintain a register of Common Property assets and equipment including a service record of any maintenance or repairs**  
**Specifics:** Confirm equipment is maintained in good order and repair, arrange servicing at required or recommended intervals  
**Refer ABMA Code:** Chapter 18 - Part B - Clause 18.32 c Asset Register to be provided by Body Corporate
- 4 **Arrange all materials and supplies necessary to carry out the caretaking duties to generally maintain the Common Property**  
**Specifics:** Applies to purchases within the Manager's/Caretaker's spending limit 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.
- 5 **Prepare and submit invoice for reimbursement of out-of-pocket expenses, pay COD Suppliers**  
**Specifics:** Pay COD suppliers in a manner requested. Provide original invoices as proof of purchase of supplies for use in common property areas  
**Refer ABMA Code:** Chapter 18 - Part B - Clause 18.33 (2)
- 6 **Source quotations that are requested by the Committee for repairs, specialist maintenance or any specialist consultant reports**  
**Specifics:** 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.
- 7 **Maintain a register of contracts including the start and finish dates of such contracts**  
**Specifics:** 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  
**Refer ABMA Code:** Chapter 5B - Cl 5.31 e. 21
- 8 **Maintain a log of all fire alarms - genuine or false**  
**Specifics:** 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  
**Refer ABMA Code:** Chapter 10 - Part B - Cl 10.31 (1) - i. j. & k
- 9 **Maintain a booking system and co-ordinate all moves or deliveries in/out of a Lot by an owner or occupier**  
**Specifics:** 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.
- 10 **Maintain a register of all contractors providing common property services to the Complex**  
**Specifics:** 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

**Refer ABMA Code:** Chapter 5 - Part B - Clause 5.31 (b) - 23

#### 11 Maintain a log of accidents, incidents and by-law breaches, make available to Body Corporate

**Specifics:** Maintain a log of accidents, injuries, incidents and any occurred by-law breaches. Records to be maintained for 6 years

**Refer ABMA Code:** Chapter 5B - Cl 5.31 (e) 18,19, 20

### 4.3 Common Area Toilets and Associated Facilities

#### 1 Deweb, wipe down and clean all tiled or painted walls

**Location:** Gymnasium

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

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

#### 2 Deweb, wipe down and clean all tiled or painted walls

**Location:** Pool Deck X 2

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

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

### 4.4 Compliance Management

#### 1 Maintain Lock Box

**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).

**Refer ABMA Code:** [ABMA Code - Table 10G & Table 17A].

### 4.5 Driveways, Visitor Car Park Areas and Entrances

#### 1 Check and maintain operation of automatic vehicle entry/exit doors/gates to car park (watch through full cycle)

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

**Refer ABMA Code:** Chapter 16 - Part B - Cl 16.20

#### 2 Wipe and clean basement handrails

**Specifics:** Clean handrails with a suitable cleaning agent to remove dust, dirt and other contaminants

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

#### 3 Keep all basement drains and gutters clear and clean

**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

**Refer ABMA Code:** Chapter 12 - Part B Table 12 C - Cleaning Standards - Compliance Levels - External Zones - Rec Areas (3)

### 4.6 Fire Escape Doors, Stairs and Landings

#### 1 Sweep and clean fire escape stairs and landings, deweb lights, cornices and walls.

**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

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

### 4.7 General Areas

#### 1 Check and maintain fences and retaining walls

**Specifics:** 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.

## 2 Sweep, clean and tidy plant and equipment rooms

**Specifics:** 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)

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

## 4.8 Gymnasium and Associated Facilities

### 1 De-web cornices, dust and clean light fittings, spot clean walls

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

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

### 2 Clean gymnasium mirrors

**Specifics:** Wash and clean mirrors, clean any frames or brackets

**Refer ABMA Code:** Chapter 12 - Part b - Table 12B – Cleaning - Standards - Compliance Levels – Internal Zones - Rec Areas (6)

## 4.9 Infrastructure Administrative Services

### 1 Monitor, provide access and record the maintenance and testing of fire indicator panels

**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

**Refer ABMA Code:** Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records

### 2 Monitor, provide access and record the operation and maintenance of the passenger lifts

**Specifics:** Sign contractor 'in' and 'out' and provide access for the service contractor to complete the services.

Report to the Committee any notified faults or defects that require further repair or maintenance.

**Refer ABMA Code:** Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Elevator Equipment Services & AS1735

### 3 Monitor, provide access and record the testing and servicing of the fire pump sets

**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.

## 4.10 Lawns, Gardens and Landscape Features

### 1 Prune, trim and shape all plants and shrubs, clean up and dispose of trimmings to rubbish collection point

**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

**Refer ABMA Code:** Chapter 13 - Part B Table 13 B - Recurrent Garden Care Frequencies]

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

**Specifics:** Includes gardens along adjoining footpaths. Do not apply sprays during windy conditions or prior to impending rain.

**Refer ABMA Code:** Refer ABMA Chapter 13B Table 13(B) Recurrent Garden Care Frequencies.

### 3 Weed and tidy all common area gardens

**Specifics:** Instigate a weeding program to ensure all gardens are weeded on a rotational basis at least once per month and remain free of weeds.

**Refer ABMA Code:** Chapter 13 - Part B - Table 13D 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.

## 4.11 Common Area Lighting and Associated Infrastructure

### 1 Arrange and supervise the maintenance and repairs of inaccessible lighting by a suitably qualified tradesperson

**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.

#### 4.12 Maintenance, Repairs and Services

- 1 **Check, clear accessible waste/debris and confirm all stormwater drains are clear and free flowing**  
**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, arrange any specialist repairs to clear blockages, repair pipes, grates, etc*  
**Refer ABMA Code:** *Chapter 16 - Part B - Clause 16.22 - 3*

#### 4.13 Outdoor Swimming Pool and Associated Areas

- 1 **Check and confirm all mandatory pool safety signage is in place, clean and maintain signage**  
**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*  
**Refer ABMA Code:** *Chapter 15 - Part B Clause 15.31 Clause 1 (b)*
- 2 **Scrub swimming pool waterline to remove build-up of suntan lotions and body fats, etc**  
**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*
- 3 **Remove pump filter basket, clean and refit**  
**Specifics:** *After re-fitting basket, check the filter housing is sealed, and no air bubbles appear in the sight glass. Regularly clean baskets 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*

#### 4.14 Rubbish Disposal

- 1 **Arrange, provide access and coordinate the cleaning and disinfecting of the rubbish bins by a contractor**  
**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.*  
**Refer ABMA Code:** *Chapter 11 - Part B - Cl 11.31 (2)*

#### 4.15 Security and Emergency Services

- 1 **Monitor, maintain and ensure the ongoing operation of the CCTV security system and cameras**  
**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*  
**Refer ABMA Code:** *Chapter 11 - Table 11A - Maintenance Frequency and Records*
- 2 **Program and re-code swipe cards/fobs for security access system**  
**Specifics:** *Cancel any Access Device/Licence not returned on time by permanently departing residents/guests. Re-code or replace any Access Devices that are reported to be not working. Maintain a record of all Access Devices/Licences including codes. Access Devices/Licences includes cards, fobs, remote controls, mobile phone apps and any other item used to gain access to the building, external areas and basement car park.*

#### 4.16 Residential Level Foyers and Associated Areas

- 1 **De-web cornices, dust and clean light fittings, spot clean walls**  
**Location:** **All Floor Levels**  
**Specifics:** *Duty includes wiping of skirting boards and common area 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*  
**Refer ABMA Code:** *Chapter 12 - Part B - Table 12B – Cleaning Standards - Compliance Levels – Internal Zones*

#### 4.17 Workplace Health and Safety

- 1 **Maintain a log and notify the Committee and Workplace Health and Safety QLD immediately of any reported notifiable accidents or incidents**  
**Specifics:** *Follow up and record and forward details within 24 hours using WH&S Form 3 (Incident notification form) any reported notifiable accident or incident. An incident is notifiable if it arises out of the conduct of a busi-*

ness or undertaking and results in death, serious injury or serious illness of a person or involves a dangerous incident. Keep records of reported incidents for 6 years

**Refer ABMA Code:** Chapter 17 - Part B - Cl 17.22

**2 Maintain a register of all chemicals/hazardous materials/controlled substances used and stored on-site**

**Specifics:** 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

**Refer ABMA Code:** Chapter 17 - Part B - Cl 17.31 (7) & (8)

**3 Report promptly any identified hazards or danger to the Committee for further instructions, take remedial action where necessary**

**Specifics:** 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

**Refer ABMA Code:** Chapter 17.0

## Duties to be Performed: Quarterly

### 5.1 Management Administrative Services

**1 Attend Committee meetings, extraordinary meetings and annual general meetings**

**Specifics:** Prepare a report for each meeting, forward report at least 14 days prior to meeting to enable Committee Members sufficient time to review report prior to the meeting

**Refer ABMA Code:** Chapter 18 - Part B - Clause 18.33 (1)

### 5.2 Compliance Management

**1 Maintain up to date copies of Contractor's insurance Certificates of Currency**

**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)].

**2 Maintain up to date signed copies of all Body Corporate staff and Contractors Site Induction records**

**Specifics:** Induction applies to contractors and staff entering site for the first time. Induction to be repeated annually with all tradespersons/contractors/staff

**Refer ABMA Code:** ABMA Code - Chapter 17(A).06 C. a

### 5.3 Driveways, Visitor Car Park Areas and Entrances

**1 De-web accessible lights, fixtures and fittings**

**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)

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

### 5.4 Gymnasium and Associated Facilities

**1 Arrange, provide access and supervise the service and testing of gym equipment**

**Specifics:** Arrange for any required specialist repairs in the interim period between the servicing and testing frequency. Advise contractor of any faults or defective equipment, isolate any faulty equipment until repairs can be arranged.

**Refer ABMA Code:** Chapter 11 - Part B - Clause 11.31 (2)

**2 Clean gymnasium air conditioning filters/vents**

**Specifics:** Clean vents/louvers to remove built-up dirt, etc. Remove and wash when required.

**Refer ABMA Code:** Chapter 12 - Part B - Table 12c – Cleaning - Standards - Compliance Levels – External Zones - Rec Areas (6).

## 5.5 Infrastructure Administrative Services

- 1 **Maintain a register of the Complex plans and specifications**  
**Specifics:** Make 'as built' plans available to contractors/service personnel upon request when on-site for repairs or maintenance. Maintain a master register to record any changes, additions or relocations effected by contractors to any common property infrastructure such as electricals, plumbing works or irrigation, and attach relevant plans showing new locations as appropriate  
**Refer ABMA Code:** Chapter 5 - Part 5B - Clause 5.31 - (e i. 32)
- 2 **Monitor, provide access and record the maintenance and operation of common area air-conditioning plant and equipment**  
**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  
**Refer ABMA Code:** Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure & AS3666

## 5.6 Common Area Lighting and Associated Infrastructure

- 1 **Adjust lighting and power timers as may be necessary to meet required lighting times or following power failures**  
**Specifics:** Includes but not limited to pool filter timers and garden irrigation timers. Maintain common area lighting to meet seasonal requirements.

## 5.7 Maintenance, Repairs and Services

- 1 **Clean and maintain all complex signage**  
**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

## 5.8 Workplace Health and Safety

- 1 **Conduct a site induction for all maintenance Contractors**  
**Specifics:** Including obtaining proof of insurance policies, licences, Safe Work Plans, electrical compliance (test & tag). Induction applies to contractors entering site for the first time. Induction to be repeated annually with all tradespersons/contractors (Section 316 of WH&S Regs 2011)  
**Refer ABMA Code:** Chapter 17 - Part B - Cl 17.31
- 2 **Maintain an emergency plan for the workplace to comply with WH&S Regulation 43**  
**Specifics:** 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)  
**Refer ABMA Code:** Chapter 17 - Part B Chapter 17.40
- 3 **Maintain all required and approved safety signage around the complex and safety infrastructure on-site**  
**Specifics:** Ensure that all required and approved safety signage, (for the use of chemicals, fuels, etc) is correctly displayed in and around the complex as may be required from time to time. Ensure staff are provided with a regulatory signage, infrastructure and Personal Protection Equipment (PPE) and trained in the use of the equipment  
**Refer ABMA Code:** Chapter 17.0

# Duties to be Performed: Six Monthly

## 6.1 Driveways, Visitor Car Park Areas and Entrances

- 1 **Arrange and confirm the cleaning of the common areas of the car park by a suitably equipped Contractor**  
**Specifics:** Duty relates to accessible areas only. Care to be exercised in areas of individual storage cages. Duty applies to common area basement driveways and access areas but does not apply to individual car park spaces which are the responsibility of the Owner/resident/tenant under the Exclusive use By laws. 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  
**Refer ABMA Code:** Chapter 12 Table 12 C - Cleaning Standards - Compliance Levels - External Zones.

## 6.2 Emergency and Evacuation Procedures

- 1 **Check building emergency evacuation signage, update as required (Fire Safety Regulations 2008)**  
**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*  
**Refer ABMA Code:** *Chapter 10 Part B Table 10F (14)*

## 6.3 Infrastructure Administrative Services

- 1 **Monitor, provide access and record the maintenance and servicing of the CCTV and associated security systems**  
**Specifics:** *Provide access to the service contractor and advise of any issues, faults, etc*  
**Refer ABMA Code:** *Chapter 11 - Part b - Table 11A - Security Systems & AS4806*
- 2 **Monitor and confirm the correct operation of lift-well pumps, provide access for servicing and maintenance**  
**Specifics:** *Specifics :- Provide access to the service contractor and discuss any issues with the body corporate*  
**Refer ABMA Code:** *Table 11A & AS2417*
- 3 **Monitor, provide access and record the maintenance and operation of the community hot water system**  
**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*  
**Refer ABMA Code:** *Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Hydraulics & AS3500*
- 4 **Monitor, provide access and record the maintenance and operation of ventilation systems in basement car parks**  
**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*  
**Refer ABMA Code:** *Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Mechanical Services & AS1668*
- 5 **Monitor, provide access and record the maintenance and testing of the basement sump pumps**  
**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*  
**Refer ABMA Code:** *Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure & AS2417*
- 6 **Monitor, provide access and record the maintenance and testing of the emergency and exit lighting and signs**  
**Specifics:** *Sign contractor 'in' and 'out' and provide access for the service contractor to complete the services. Report any notified faults or defects that require further repair or maintenance. AS2293-2-1995*  
**Refer ABMA Code:** *Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records*
- 7 **Monitor, provide access and record the maintenance and testing of the fire extinguisher and hose reels**  
**Specifics:** *Sign contractor 'in' and 'out' and provide access for the service contractor to complete the services. Report to the Committee any notified faults or defects that require further repair or maintenance*  
**Refer ABMA Code:** *Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records*
- 8 **Monitor, provide access and record the operation and maintenance of high rise pumps, jacking pumps and water supply pressure pumps**  
**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.*  
**Refer ABMA Code:** *Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure & AS2417*
- 9 **Monitor, provide access and record the testing of fire alarm systems - thermal and smoke detectors**  
**Specifics:** *Sign contractor 'in' and 'out' and provide access for the service contractor to complete the services. Report to the Committee any notified faults or defects that require further repairs or maintenance*  
**Refer ABMA Code:** *Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records*
- 10 **Monitor, provide access and record the maintenance and servicing of the basement car park entry/exit roller/sliding door and track**  
**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*  
**Refer ABMA Code:** *Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Building Structure & AS2047*
- 11 **Monitor, provide access and record the maintenance and testing of fire hydrants including any internal & external boosters**  
**Specifics:** *Ensure hydrant covers are clear of soil and vegetation and clearly marked/painted for ease of identifica-*

tion. Record date of inspection in a Log [Refer ABMA Chapter 10B - Table 10A - Fire Protection Services Frequencies & Records].

#### 6.4 Lawns, Gardens and Landscape Features

- 1 **Hand fertilise all gardens, plants, shrubs and palms**  
**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  
**Refer ABMA Code:** Chapter 13 - Part B - Table 13D - Garden Maintenance Standards (3)

#### 6.5 Maintenance, Repairs and Services

- 1 **Arrange and attend to any required pest control service for green ant, white ant, wasp infestation, etc**  
**Specifics:** Report any pest activities on the common property and arrange a suitably qualified pest control contractor at the cost and direction of the Body Corporate.  
**Refer ABMA Code:** Chapter 11 - Part B - Cl 11.31 (2)
- 2 **Schedule, provide access to a qualified service provider and monitor the provision of common area pest and termite control services**  
**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.  
**Refer ABMA Code:** Chapter 17 - Part B - Clause 17.30
- 3 **Arrange, provide access and monitor the cleaning of inaccessible common area glass by a qualified contractor**  
**Specifics:** Ensure anchor points have been tested and certified before allowing access.  
**Refer ABMA Code:** Chapter 11 - Part B - Cl 11.31 (2)
- 4 **Arrange and supervise the shampoo of common area carpets at the cost of the Body Corporate**  
**Specifics:** Advise Owners/residents/guests of pending cleaning, ensure adequate safety signage is in place.  
**Refer ABMA Code:** Chapter 17 - Part B - Clause 17.30

## Duties to be Performed: Annually

#### 7.1 Management Administrative Services

- 1 **Assist the Committee in the preparation of the Administrative and Sinking Fund budgets for the next financial year**  
**Specifics:** Prepare and provide to the Committee and Strata Managing Agent/Body Corporate Manager information to assist with the determination of annual budgets.

#### 7.2 Compliance Management

- 1 **Obtain and record a Certificate of Compliance/Occupier's Statement from the service contractor, make available upon request**  
**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: occupierstatement@emergency.qld.gov.au  
**Refer ABMA Code:** Chapter 18 - Part B - Clause 18.31 (8b)
- 2 **Obtain and record Certificate of Compliance for swimming pool, make available upon request**  
**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  
**Refer ABMA Code:** 15(A).06 B
- 3 **Display building Certificate of Classification**  
**Specifics:** Ensure Certificate of Classification is on display as near as practicable to the main entrance of the building.  
**Refer ABMA Code:** – Chapter 18B Clause 18.31 8b
- 4 **Arrange for and maintain on file all Certificates of Registration for registered plant and equipment**  
**Specifics:** Ensure all registrations are on display in a prominent location. Duty includes but not limited to passenger lifts, hot water boilers, etc



**Refer ABMA Code:** – Chapter 18B Clause 18.31 8j

### 7.3 Emergency and Evacuation Procedures

- 1 **Arrange/attend with a suitably qualified contractor to rehearse building evacuation procedures and review evacuation plan**  
**Specifics:** Evacuation drills or practice must be conducted every 12 months by enough people and in such a way that the evacuation plan is adequately tested. Maintain records of date of evacuation (BFSR 44).  
**Refer ABMA Code:** Fire Safety Regulations 2008 & WH&S Reg 43.

### 7.4 Infrastructure Administrative Services

- 1 **Arrange, provide access and record the testing of installed water back-flow devices**  
**Specifics:** Service to be performed by a qualified and registered backflow endorsed plumber. Testing required to comply with Australian Standard AS-NZS 2845.3.  
**Refer ABMA Code:** [Refer to ABMA Code - Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Hydraulics].
- 2 **Arrange, provide access and record the Thermo-graphic Survey of all common area electrical switchboards (AS/NZS 3000/8)**  
**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. Confirm testing is carried out to detect any overheating and possibility of fire or fusion  
**Refer ABMA Code:** Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Electrical Services
- 3 **Monitor, provide access and record the Fire Interface Testing**  
**Specifics:** 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  
**Refer ABMA Code:** Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records
- 4 **Monitor, provide access and record the maintenance and flow testing of fire hydrants (including landing valves)**  
**Specifics:** 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 .  
**Refer ABMA Code:** Chapter 10 - Part B - Table 10 A Fire Protection Services Maintenance Frequencies & Records
- 5 **Monitor, provide access and record the testing and tagging of safety anchor points**  
**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.  
**Refer ABMA Code:** Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Height Safety & AS4801
- 6 **Monitor and record the testing and tagging of common property pluggable appliances**  
**Specifics:** Service to be performed to the Standard; AS/NZS 3760:2010 'In-service inspection and testing of electrical equipment'  
**Refer ABMA Code:** Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Electrical Services
- 7 **Monitor, provide access and record the testing of common property Residual Current Devices by a qualified inspector**  
**Specifics:** Sign contractor 'in' and 'out' and provide access for the service contractor to complete the services. Report to the Committee any notified faults or defects that require further repair or maintenance  
**Refer ABMA Code:** Chapter 11 - Part B - Programmed Maintenance of Capital Infrastructure - Electrical Services & AS3760

### 7.5 Lawns, Gardens and Landscape Features

- 1 **Arrange and supervise a suitably equipped contractor for the pruning and cutting back of large trees**  
**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.  
**Refer ABMA Code:** Chapter 11 - Part B - CI 11.31 (2)
- 2 **Arrange, provide access and monitor the re-mulching, turning of mulch and/or soil in gardens when approved by the Committee**  
**Specifics:** Obtain quotes from independent contractors on behalf of the Body Corporate. Ensure gardens are free of weeds prior to mulching. Duty applies to re-mulching and/or similar (turning of mulch and/or soil)  
**Refer ABMA Code:** - Chapter 13 - Part B Table 13C

7.6 Workplace Health and Safety

- 1

**Arrange and provide access to the complex for any required safety inspection by a qualified safety auditor**

**Specifics:** *Arrange any inspection at the direction and cost of the Body Corporate, implement any recommendations approved by the Body Corporate without delay*

**Refer ABMA Code:** *Chapter 17 - Part B - Cl 17.36 ii.*
- 2

**Arrange/attend with a suitably licensed/qualified consultant to review the Body Corporate's obligations under the WH&S Act**

**Specifics:** *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*

**Refer ABMA Code:** *Chapter 17.0*

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Duty Frequency Entries: 7    Duty Categories: 72    Duty Items: 156

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