

The following definitions apply to this Maintenance Schedule:

1. Programmed or Preventative Maintenance/ Servicing to maintain in good working order

This means any scheduled or routine servicing which occurs regularly to ensure that the item continues to work in good order.

2. Reactive repair if damaged in the normal course of operations in order to keep in good condition

This means that unplanned damage has occurred to the item and a repair is required to ensure that the item continues to work in good order.

3. To repair or replace or to incur the cost of repairing or replacing if damage is as a result of misuse or negligence by the Occupier

The Occupier is liable for the cost of repair or replacement of any item as a result of misuse, negligence or vandalism by the Occupier or the Occupier's guests, invitees and contractors. The repair or replacement will be undertaken by Council and charged to the Occupier.

Where the Sporting Reserve and/or Pavilion is shared between users, the costs will be split between users if the responsibility for the damage cannot be identified.

4. To replace if asset is at the end of its useful utility

When an asset reaches the end of its useful utility or life as a result of age, unrepairable fault or structural defects, it will be replaced with a like-for-like asset.

General

Any work must reasonably be carried out by a qualified tradesperson including scheduled or routine servicing and inspections where required, repairing of faults and cleaning; replacement due to structural defects, and/or age; and approval of any works carried out by agents of the responsibility party.

No reimbursement will be provided to the Licensee unless replacements are approved by Council prior to works being undertaken.

Report and reporting requirements

The Occupier must as soon as practicable, report in writing by email, fax or letter, any issues that may require Council's attention.

Significant works, whether Council or the Occupier's responsibility should be reported to Council in writing.

Where Council has full responsibility, the Occupier is to report any problems for Council's consideration.

Misuse or damage caused by the club

Where the tenant is found to have misused or damaged Council property, the tenant will be responsible for the costs of repairing any item.

Insurance claims

Where items are subject to an insurance claim, responsibility will be determined by Council's Insurer on case-by-case basis.

SPORTING PAVILIONS AND RESERVES

MAINTENANCE SCHEDULE

ITEM	TENANT'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
BUILDING / PAVILION		
Air conditioning, evaporative coolers, heating & fixed ventilation fans in social spaces only.	Report any defects or damage to Council.	Programmed Servicing to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
CCTV	Council approval is required for all installations of CCTV at a pavilion or a reserve. https://www.monash.vic.gov.au/About-Us/Council/Governance/Policies-and-Procedures/CCTV-Surveillance-System-Policy	Nil
Cool rooms	Clubs to fund purchase of unit, installation and ongoing maintenance costs.	Nil
Curtains, drapes, blinds	Keep clean and in good condition. Report any defects or damage to Council.	Programmed Servicing to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Doors <ul style="list-style-type: none"> • roller doors • roller shutters • security grills & screens • door furniture • cupboard doors • door closers • automatic doors 	Keep clean and in good condition. Report any defects or damage to Council.	Programmed Servicing to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Electrical fittings (supply mains, sub mains, switchboards, fittings & power points)	Report any defects or damage to Council.	Maintain according to Australian Standards. Programmed Servicing to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Essential Safety Measures (ESM) as per Australian Standard 1851	Provide Council with means of access to building. Ensure all paths of travel and standards are complied with.	Complete and document inspections and rectify any works.
Floor surfaces & coverings (fixed)	Keep clean, report any defects, damage or trip hazards to Council.	Reactive repair if damaged in the normal course of operations. To replace if unrepairable.

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Fly screens - windows	Keep clean and in good condition. Report any defects or damage to Council.	Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Furniture – tables, chairs, and player benches	Keep clean and in good condition. Report any defects or damage to Council.	New buildings only, Council will supply tables and chairs in social rooms and players benches within the change room area (if not permanently fixed to the wall).
Garbage collection	Pay all appropriate fees and charges for garbage collection. Where appropriate place all bins on the kerb side for collection and return to compound once collected.	Council responsible for collection of garbage at the pavilion / reserve, including sanitary bins.
Glass / windows	Keep clean and in good condition. Report any defects or damage to Council	Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Grease traps	Nil	Programmed Servicing in accordance with the Environmental Protection Authority Guidelines, to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Installation & maintenance of essential services items (e.g. exit signs, emergency lighting, firefighting equipment, such as fire extinguishers, fire blankets, hoses & cabinets)	Report to Council any lost or damaged items. Should a fire extinguisher be discharged the tenant must report this to Council with the detail as to why discharge occurred. The cost of recharging of fire extinguisher could be charged to the club if the discharge was as a result of misuse or inappropriate behaviour by the Club.	Programmed Servicing to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Intercom (security) units	Nil	Nil
Keys & locks (including lock cylinders)	No fitting of additional locks or copying keys are permitted by user groups. Keep locks in good condition. Report any defects or damage to Council. The cost of lost/ non-returned keys and re-keying of the building will be charged to the user group.	Programmed Servicing to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.

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Kitchen canopies/exhaust fans	Nil	Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Kitchen fixtures e.g. deep fryer, fridge, freezers, dishwashers	User responsible for own equipment.	Provide space for the tenants to install at their own costs.
Kitchen fixtures e.g. stove, cook top, oven, range-hood, benchtops and cabinets and any built in fixtures	Install repair and maintain any non-fixed appliances. Keep clean and in good condition. Report any defects or damage to Council.	Programmed Servicing to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Light globes	Replace all globes below the height of 2.5m.	Replace all globes greater than a height of 2.5m.
Painting – internal and external surfaces	Keep clean and in good condition.	Paint and maintain. Programmed Works to maintain in good condition. Reactive repair if damaged in the normal course of operations.
Pest control	Ensuring the venue is clean and tidy and free of items that might attract pests.	Programmed Treatment Reactive treatment in the case of outbreaks.
Plumbing – maintenance & repairs, including roof guttering	Report any defects or damage to Council.	Programmed Servicing in accordance with the Plumbing Regulations 2018 to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Removal of graffiti	Report any graffiti to Council.	Arrange for the removal of graffiti.
Security <ul style="list-style-type: none"> • Audible security systems/alarms - maintenance • Back to base security systems – maintenance & monitoring 	User to fund all costs associated with the installation. The installation must be completed by a Council approved contractor.	Programmed Servicing to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Security lighting on pavilions	Report any defects or damage to Council.	Programmed Servicing to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.

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MAINTENANCE SCHEDULE

ITEM	TENANT'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Signage – supply and maintain	Inwards facing sportsground fence sponsorship signage only in accordance with Council signage policy.	Standard Council location sign or any statutory building signs.
Structural maintenance, including footings, foundations, stumps, timber frame, ceilings, roofing, skylights, spouting, downpipes, walls, window frames (excluding glazing), floors, verandas, balustrades & handrails	Keep clean and in good condition. Report any defects or damage to Council.	Programmed Servicing to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Swipe security system	Keep in good condition. Report any defects or damage to Council. The cost of lost/non-returned swipe cards of the building will be charged to the user group. Groups should report any lost or missing swipe cards.	Programmed Servicing to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Tag and testing of electrical items	Clubs are responsible for the tag and testing of their own electrical items. The club must provide to Council a copy of the annual tag and testing certificate.	Programmed Testing and Tagging for all council supplied electrical items.
Telephones & data wiring, television antennas, Foxtel or similar.	Install repair and maintain the clubs equipment.	Nil
Vertical transportation (lifts)	Keep clean and in good condition. Report any defects or damage to Council.	Programmed Servicing in accordance with AS 1735 Lifts, Escalators and Moving Walks to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
UTILITIES		
Utility charges: water, sewer - maintenance	Nil	Council for the connection and payment of water and sewage charges.
Utility connection, management and charges: electricity, gas, telephone	Tenants responsible for the connection and payment of utilities.	Nil

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MAINTENANCE SCHEDULE

ITEM	TENANT'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
SPORTS GROUND		
Athletic track line marking	Nil	Maintain all markings.
Baseball field	Responsible for game day preparation of the en-tout-cas surface, including ongoing line marking and diamond dragging.	Responsible for turf grass and en-tout-cas reactive and programmed maintenance.
BMX track	Must maintain, repair all track surfaces and fittings.	Maintain the external fencing, car park, and surrounding gardens.
Coaches box / player shelters	Keep clean and in good condition. Report any defects or damage. To incur the cost of repairing if damage is as a result of misuse by the User.	Install and maintain coaches boxes / player shelters as per the sports requirements.
Cricket nets	Report any defects or damage to Council.	Install, repair and maintain
Fencing and gates (sportsground, court, reserve and safety fencing)	Keep clean and in good condition. Report any defects or damage.	Installation, maintenance and replacement of fencing and gates as per the sports requirements.
Floodlighting (including sportsground and court lighting)	Paying all costs associated with the maintenance of sportsground lighting as managed by Council and fund 20% of the capital investment for the lighting infrastructure up to 100 lux. Levels above 100 lux will be fully funded by the tenants.	Installation, maintenance and replacement of sportsground lighting. Audits of the pole infrastructure and lux levels. An annual maintenance fee will be on charged to the tenants.
Goals	Report any defects or damage. Where required install and remove post padding and netting as per sports requirements.	Installation, removal, maintenance and replacement of goal posts.
Line marking (grassed surfaces)	Undertake all line marking in accordance with Council requirements and standard ground dimensions. Ensuring boundary run-offs comply with the relevant sporting code standards. No herbicide, lime or domestic paints are to be used when marking the lines.	Audits of line marking to ensure compliance with the minimum run off requirements set by sporting associations and report to clubs when line markings do not comply.

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PA system	Install, repair and maintain, clubs must ensure it is lower than 15db.	Nil
Portable goals	Provide, maintain and store in accordance with Standards Australian handbook – HB 227 – 2003: Portable soccer goal posts – manufacture, use and storage.	Council supplies, maintains and replaces portable goals on synthetic grass surfaces.
Scoreboards	Clubs agree to pay all costs for the installation, maintenance and supply of the scoreboard. This payment is inclusive of Project Management and Contingency fees. As per the scoreboard installation guidelines.	Clubs wishing to install an electronic scoreboard must seek Council approval prior to commencing any works. The electronic scoreboard installation must be completed by a Council approved contractor.
Sportsground – irrigation and drainage	Report any defects or damage to Council.	Programmed Servicing to maintain in good working order. Reactive repair if damaged in the normal course of operations. To replace if unrepairable.
Sportsgrounds – grass / synthetic surfaces	Inspect prior to use to ensure there is no risk to users. The club must keep evidence that the inspection has been completed. Should defects to the surface be found the tenant must report this to Council for rectification	Maintain surface to a playable condition
Synthetic cricket wicket	Report any defects or damage to Council.	Install, repair and maintain
Synthetic cricket wicket covers	To incur the cost of repairing if damage is as a result of misuse by the User.	Install, repair and maintain

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GENERAL		
Turf cricket wickets	<p>Report any defects or damage to Council.</p> <p>To incur the cost of repairing if damage is as a result of misuse by the User.</p>	Maintain centre turf wickets and practice turf wickets
Turf cricket wickets covers	<p>Summer clubs to install and remove turf wicket covers.</p> <p>Winter clubs to assist Council to install and remove turf wicket covers.</p>	Install, repair and maintain centre turf wicket covers
Car parks and lighting	Keep clean and in good condition. Report any defects or damage to Council.	<p>Programmed Servicing to maintain in good working order.</p> <p>Reactive repair if damaged in the normal course of operations.</p> <p>To replace if unrepairable.</p>
Cleaning	Keeping clean and free of rubbish pavilion, sportsground and surrounds at all times.	Nil
Grounds maintenance <ul style="list-style-type: none"> • garden, lawn • paving & footpaths • trees (removal & pruning) 	Nil	<p>Programmed Servicing to maintain in good working order.</p> <p>Reactive repair if damaged in the normal course of operations.</p> <p>To replace if unrepairable.</p>
Hard rubbish collection	Tenants can book in free hard rubbish collection. Contact Customer service to arrange this collection.	Nil