DAILY SCHEDULE

Outdoor Swimming Pool Area

- Test and record chemical balance. Add chemicals as required.
- Check pumps for abnormal operational noise, leaks and arrange necessary repairs.
- Check filter pressure gauge to determine that water is flowing normally through the filter. Adjust as required. Clear filters as required.
- Check water level and top up as required.
- Check that the pool gates self-close. Adjust as required.
- Remove any and all climbable objects, or branches in accordance with pool regulations.
- Clear skimmer baskets.
- Remove any leaves or floating rubbish on pool surfaces – floating and suspended.
- Pick up and dispose of rubbish and litter in pool and pool area.
- Empty all rubbish bins [as required].
- Check through the day to ensure the area and facilities remain in a clean and tidy condition.
- Keep poolside furniture arranged in a tidy manner.
- Wipe down pool furniture.
- Clean any stains, suntan lotions, bird droppings or other marks on pool furniture.
- Report any missing or damaged pool furniture.
- Clean pool safety fencing and gates. Ensure no finger marks and suntan lotion, bird droppings or other marks on surfaces.
- Check signage for pool is visible, including emergency resuscitation signage.

Restroom Facilities

- Check the operation of the toilet and taps. Replace washers as required.
- Clean and sanitize toilets, clean floors with detergent.
- Clean mirror so no marks are visible.
- Deodorize toilets as required.
- Clean windows as required.
- Check for toilet paper, and spare roll [replacement of rolls as required.].
- Check door handles and locks are working.
- Report any damages to the Committee.

Barbeques Areas

- Check barbeque plates & clean [so no debris is evident].
- Clean out drip tray of barbeque.
- Wipe BBQ hood and adjacent bench top.

- Check gas bottle for barbeque is not empty. Replace if required.
- Check for damage or missing control knobs. Replace if required.
- Wipe down barbeque area furniture.
- Pick up any debris on or around barbeques such as cigarette butts, litter, etc.
- Empty all rubbish bins in barbeque areas.
- Keep furniture, and barbeque in a safe and serviceable condition and arranged in a tidy manner.
- Report any damaged or missing furniture.

Gardens & Landscaping

- Pick up rubbish and litter.
- Sweep or blowervac all footpaths of leaves and any debris.
- Removal of fallen palm fronds from gardens and lawns.
- Ensure plants are watered appropriately.
- Check boundary fences - Old Cleveland Rd, Bowen St and side pathway for graffiti and/or damage.
- Check operation of irrigation system.

Security

- Ensure pedestrian gate on Old Cleveland Road is locked.
- Ensure that toilet facilities, reception/office are locked at night.
- Ensure the pool pump room and tool shed is locked.

Driveways and Parking Areas

- Check mailbox area is clean and tidy.
- Remove any rubbish from driveways and car parking areas.
- Check all street light lights are operational, arrange for replacement of blown bulbs and tubes by contractor.
- Check for any unauthorized cars or illegal parking, serve notices to offending car owners [if necessary].
- Record any vehicles which regularly speed, and serve notices to offending vehicle owners [if necessary].

Rubbish Disposal

- Ensure body corporate bins are sorted correctly – general waste, recyclable's, green waste.

Administration

- Instruct, provide access and liaise with contractors/tradesmen when on-site – provide site induction.
- New contractors to provide a "Safe Work Plan".
- Ensure all contractors are aware of where Asbestos is present and do not disturb the asbestos in any way. Where asbestos is removed by a licensed contractor the caretaker shall ensure that the contractor records details of that work is displayed in the asbestos register.
- Record daily any accident or incident [as required].
- Body Corporate to be notified of any accident, vandalism, or serious incident within 24 hrs.

- Records to be retained for 6 years as per WH&S regulations.
- Issue notices for beaches to the By-Laws where appropriate and keep records of breaches issued.
- Record any persistent breaches of the by-laws in a log book for reporting to the Committee for further action.
- If appropriate, call the police, if there is any threatening situation at the property, property theft or vandalism, and notify the Committee.

WEEKLY SCHEDULE

Outdoor Swimming Pool Area

- Undertake a backwash of sand filters.
- Comprehensive parameter testing to be carried out weekly by a qualified pool maintenance contractor or pool shop.
- Ensure chemicals are stored correctly and have Material Safety Data Sheets (MSDS) available. Store chemicals off the floor.

Barbeques Area

- Remove cobwebs and clean accessible areas of the pergola.

Gardens & Landscaping.

- Mow lawns appropriately according to the season [Weekly: Summer months, Bi-Weekly: Winter months].
- Edge lawns to a high standard [visible line with minimum of 30mm gap].
- Prune hedges to a high standard – shaped and to the correct height.
- Spray all visible weeds in lawns garden beds, paved or concreted areas with appropriate herbicide.
- Trim overgrown or dead fronds, or branches – to suitable height that can be reached from normal telescopic saw.
- Clean any bird or bat droppings.
- Report any roaming animals, such as dogs, cats, to the Committee.
- Undertake any minor repairs to boundary fences – graffiti or loose palings.

Lighting

- Check, de-cobweb and clean the lighting in the following areas for globe failure and arrange globe replacement as required:
    - External pathway lighting.
    - Barbeque area lighting.
    - Swimming pool lighting
    - Toilet area lighting
- Check, de-cobweb street lighting – using telescopic pole.

Security

- Check CCTV cameras are operating and that the DVD Recorder is recording the CCTV images.

Rubbish Disposal

- Ensure common property bins are taken out for collection.

Driveways and Car Parking Areas

- Spot clean any oils spills with degreaser and scrub, as required.

Administration

- Source tenderers and contractors meet and discuss job and quote requirements, provide job specifications as agreed by the committee to ensure consistency and accuracy of quotes, recommend contractor, communicate with the committee, notify successful tenderer and arrange for work to be completed. 2 to 3 quotations should be sourced [where possible].
- Check contractors work has been carried out in accordance with their scope.
- Check the contractor work area has been cleaned and left in a suitable condition on completion.
- Liaise personally or by phone/email with the nominated committee representative or Body Corporate Manager or requested during normal business hours [as required].
- Prepare and place notices on notice boards as instructed by the committee [as required].

MONTHLY SCHEDULE

Swimming Pool Area

- Use pressure water cleaner to clean pool side paving.
- Check pool paving's for loose or uneven pavers. Undertake minor remedial repairs as required.
- Check sail is securely fixed. Tighten as required.
- Check sail for damage. Report to Committee.

Restroom Facilities

- Check tiles and grout for mould, bleach and scrub as required. No mould to be visible.
- Check ventilation fans for serviceability [report any damage or malfunction].

Barbeques Area

- Use pressurized water cleaner to clean barbeque area paving and furniture.

Gardens & Landscaping

- Check landscaping timbers or concrete edging for damage. Undertake minor remedial repairs as required.
- Clear drainage grilles and remove any debris.
- Use pressure water cleaner to clean paved pathway areas.
- Check boundary fences for loose palings. Undertake minor remedial repairs as required.
- Check paved pathways for loose or un-level pavers. Undertake minor remedial repairs as required.
- Check operation of irrigation system. Rectify sprinkler heads and clear of any build-up affecting water flow. Adjust timers to ensure progressive coverage. Carry out minor repairs to system, arrange and supervise any major or specialist repairs at the direction of the committee. Change batteries in control units.

Driveways and Parking Areas

- Clear drainage spitters and remove any debris.
- Clear stormwater drainage and remove any debris.

Rubbish Disposal

- Clean and sanitize common property bins.

Fire Extinguishers

- Check fire extinguisher in correct position, arrange replacement if missing or damaged.
- Ensure fire extinguisher has been tag tested.

Administration

- Ensure all invoices have been sent to the approved Body Corporate representative.
- Prepare a report for each Committee Meeting, forward report at least 7 days prior to meeting to enable Committee Members sufficient time to review report prior to the meeting.

THREE MONTHLY SCHEDULE

Gardens & Landscaping

- All trimmings and garden waste to be removed off-site every three months.
- Replace & replant dead/damaged shrubs, plants at the cost of the Body Corporate.
- Spray all plants, shrubs and trees for pests and diseases.
- Ensure all shrubs, plants and gardens are pruned and thinned at least every six months.
- Liaise with the Committee prior to purchasing new plants and/or replanting.

Lighting and equipment

- Adjust lighting and power timers to meet seasonal requirement.

Rubbish Disposal

- High pressure cleaning the common area garbage bins.

Driveways and Car Parking Areas

- Check roadway, driveway surfaces for cracks, potholes, or damage. Arrange qualified contractor as required.

Compliance

- Ensure termite monitoring/baiting stations have been checked by qualified pest control technician.
- Maintain a log of approved contractors for the building.
- Maintain a MSDS register of stored chemicals.
- Arrange a qualified contractor to undertake pest control to common areas [as resolved by the Committee].
- The Committee is to be advised of any defects reported during the inspection and testing.

Administration

- Attend the committee meeting [as required].
- Keep all maintenance records and manuals for plant and equipment.

ANNUAL SCHEDULE

Gardens & Landscaping

- High pressure clean the mailbox area at the front of the property.
- Fertilize gardens. Materials to be provided by Body Corporate.
- All common property gardens to be mulched. Mulch to be provided by Body Corporate.
- Add top soil to lawn areas [material purchased by Body Corporate].
- Arrange a qualified arborist for removal of any large trees [as required].
- Check boundary fence posts for damage. Arrange qualified contractor as required.
- Check boundary walls for cracks. Arrange qualified contractor as required.
- Check boundary walls for painting. Arrange qualified contractor as required.
- Check timber/block retaining walls for damage or deterioration. Arrange qualified contractor as required.

Gutters

- Arrange qualified contractor to clean all shared roof gutters, and downpipes.

Driveways and Car Parking Areas

- Check line marking is visible and clear. Arrange qualified contractor as required.
- Check curbing is safe and free from damage or deterioration. Arrange qualified contractor as required.

Compliance

- Check smoke alarms and replace batteries.
- Check all signage is visible and clear. Arrange for replacement as required.
- Ensure the swimming pool registration is completed.
- Check the condition of signage [report if replacement is required].
- Arrange for the following tests are undertaken:
    - **i.** Back flow preventers.
    - **ii.** Residual current devices (RCD) – Every 2 years.
    - **iii.** Pool safety inspection.
    - **iv.** Switchboard thermal image testing.
    - **v.** Fire hydrant testing.
- Maintain a record of all inspection reports. The Committee is to be advised of any defects.
- Maintain a current asbestos register on site and make it available for to contractors when inducted on-site.

Administration

- Maintain log of contractor's licenses, registrations, insurance certificates – check if outdated.
- Attend annual general meeting for the Body Corporate.