

CLEANING STANDARD

SECOND SCHEDULE

MANAGER'S DUTIES



cleaner (Hope)

0477 218 888

A. GENERAL DUTIES: The Manager must perform the following general duties:

- ✓ 1. supervise persons engaged in work upon the Common Property;
- ✓ 2. use reasonable endeavours to see that the Common Property is kept in good order and repair;
- ✓ 3. monitor the observance of the By-laws and any rules of the Body Corporate and report any serious or persistent breach to the Representative;
- ✓ 4. monitor the observance of any rules put into effect under the BMS and report any serious or persistent breach to the Representative;
- ✓ 5. if requested, advise the Body Corporate about matters arising out of the caretaking of the Scheme;
- ✓ 6. if lawful, keep in its possession and not give to any person except as authorised by the Body Corporate or owner of the lot concerned, any master key or keys under the control of the Body Corporate;
- ✓ 7. report promptly on all things requiring repair and on all matters creating a hazard or danger and take remedial action where possible;
- ✓ 8. arrange maintenance contracts as required by the Body Corporate;
- ✓ 9. periodically view the monitors of any surveillance system to ensure their proper functional operation. Store footage for the period allowed by the system and provide the Body Corporate with copies of any footage on request with respect to any security incident. The Body Corporate does not have the right to access the Manager's Unit or office/reception area for the operation of the system;
- ✓ 10. be aware of the general condition of the Scheme so that the Manager is able to keep the Representative fully informed;
- ✓ 11. familiarise itself with and regularly inspect the systems and mechanical equipment installed in the Scheme and advise generally on the condition thereof from time to time and recommend any changes or modifications to be made to the systems and equipment. Arrange for maintenance or other works necessary to keep them in efficient working condition at the expense of the Body Corporate;
- ✓ 12. perform such other acts and things as are reasonably necessary and proper in the discharge of its Duties;
- ✓ 13. carry out all reasonable written directions given by the Body Corporate about the caretaking, administration and management of the Scheme;
- ✓ 14. carry out the reasonable written directions of the Body Corporate regarding specific matters or regarding policies or procedures to be observed in the conduct of the Scheme or pursuant to any BMS;
- ✓ 15. arrange for a suitably qualified consultant to undertake any maintenance or other works necessary to keep fire fighting equipment in effective working condition at the cost of the Body Corporate;
- ✓ 16. keep records of false fire alarms including details of which owner or occupier caused the event;
- ✓ 17. ensure that all common electrical apparatus including lighting and security devices are kept safe and fully functional throughout the Common Property and arrange for any necessary maintenance. The cost of any lights, globes, tubes, fuses and maintenance and other works will be paid by the Body Corporate;
- ✓ 18. as required, clean all easily accessible glass and windows in the Common Property (excluding the inside and outside of windows in each lot in the Scheme). If directed by the Body Corporate, engage a professional window cleaner to clean the windows in areas which are not easily accessed at the cost of the Body Corporate;
- ✓ 19. operate, inspect and arrange maintenance of the waste disposal and recycling system in accordance with the requirements of the any system for the Scheme;

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20. establish and maintain a rubbish collection service at the cost of the Body Corporate. Remove all rubbish and waste material from the Common Property (including from collection waste areas or points anywhere in the Scheme) to the point of disposal as required;
- ✓ 21. mow the lawns on the Common Property and (if lawful to do so) the adjacent footpath (if any) and maintain the gardens and shrubs to a high standard;
- ✓ 22. effect minor repairs and maintenance to the Common Property which do not require the services of a skilled tradesman;
- ✓ 23. keep records of security breaches and incidents and, if appropriate, report to police promptly after a breach of security of the Scheme occurs;
- ✓ 24. supervise the car parking arrangements (including any visitor car parking area and the use of any loading bay) having regard to the provisions of the CMS and any BMS and to the allotment of car parking spaces;
- ✓ 25. maintain the car parking areas and any car wash areas in a clean and tidy condition. This Duty does not extend to professional style degreasing or pressure washing which is to be arranged by the Manager at the request and cost of the Body Corporate;
- ✓ 26. cause the Scheme appurtenances, grounds and all plant and equipment to be properly maintained at all times;
- ✓ 27. monitor the observance of access arrangements made or in place under any BMS and report any persistent breach thereof;
- ✓ 28. sort and deliver daily mail to mail boxes provided by the Body Corporate (if not otherwise done by the mail service) and hold any large mail items or delivered packages or goods for collection by owners and occupiers of the Scheme. The Body Corporate indemnifies the Manager for any claims made against it by owners or occupiers of lots in the Scheme with respect to the delivery of mail or parcels, except to the extent caused or contributed to by the actions, negligence or omission or default on the part of the Manager;
- ✓ 29. supervise the arrangements in relation to occupiers moving in and out of the Scheme;
- ✓ 30. operate a booking system for any relevant facilities (if any); and
31. keep the reception (if any) manned during such reasonable hours between 9.00am and 5.00pm Monday to Friday (excluding public holidays) as are necessary to effectively carry on the Letting Agent's business. The reception may be unmanned during temporary absences. If the reception is not manned, arrange a method whereby the Manager may be readily contacted.

B. **SPECIFIC DUTIES:** The Manager must perform the following specific duties:

CLEANING AND GROUNDS MAINTENANCE - DAILY ROUTINE (BEING ONCE PER 24 HOUR PERIOD) (BUT ONLY IF REQUIRED)

Stairwells (if any):	<ul style="list-style-type: none"> • Remove rubbish, sweep, clean and mop with detergent
Grounds	<ul style="list-style-type: none"> ✗ Clear surrounds of any pool of leaves and rubbish • Empty rubbish bins and smokers' receptacles • Align any chairs, table and other furniture • Water, as required (and if permitted by law), any plants, shrubs and planter boxes • Sweep access paths
Pool	<ul style="list-style-type: none"> • Vacuum pool and clean skimmer baskets • Check water level and clarity • Clean pool as required



	<ul style="list-style-type: none"> • Empty filter baskets in filter/plant room • Check pool for chemical levels and adjust as necessary • Check <u>pump, filter</u> and chlorinator for normal operation and pressure • Backwash if necessary
<p>Garbage Bin Area ^{\$1,100} 1-14 → Warren Base sensitive ? Who cleans Basement + gets paid? \$550?</p>	<ul style="list-style-type: none"> • Place bins at collection point for collection on collection day • Sweep garbage bin area, hose/mop with detergent as necessary • After collection replace bins in garbage area • Ensure that no bins emit offensive odours and are regularly emptied <p>(The Manager is not required to deal with bins stored within individual lots)</p>
<p>Common Areas Mike</p>	<ul style="list-style-type: none"> • Areas (excluding common areas specified to be cleaned weekly) to be vacuumed, mopped and washed including but not limited to the ground level and basement foyer and windows
<p>Windows Mike</p>	<ul style="list-style-type: none"> • Exterior windows in common areas to be spot cleaned as required, inside and out (Windows out of normal reach are not included in this daily routine)
<p>Accessways, etc</p>	<ul style="list-style-type: none"> • Pathways, driveways and common path areas to be checked for cleanliness, swept, washed or hosed (if permitted by law) as required

CLEANING AND GROUNDS MAINTENANCE - AS REQUIRED

<p>Visitors Car</p>	<ul style="list-style-type: none"> • Check car park area • Pick up any rubbish and empty any rubbish bins • Check light fittings and replace blown bulbs and tubes
<p>Footpaths & Access Ways</p>	<ul style="list-style-type: none"> • Sweep area clean, remove rubbish, papers etc • Hose down (if permitted by law) all footpaths and access ways

CLEANING AND GROUNDS MAINTENANCE - WEEKLY ROUTINE (BEING ONCE IN EACH 7 DAY PERIOD) (BUT ONLY IF REQUIRED)

<p>Grounds</p>	<ul style="list-style-type: none"> • Sweep pathways and hose clean (if permitted by law) • Hose clean (if permitted by law) and scrub where necessary any outdoor furniture
<p>Pool</p>	<ul style="list-style-type: none"> • Clean and replace pool filter pads (as necessary) • Replace litter powder (as necessary) • Check pumps and motors for serviceability • Clean out plant rooms
<p>Car Parks</p>	<ul style="list-style-type: none"> • If lawful, hose down basement levels and entry/exit ramp to street level



Garbage Bin Area <i>Washed</i>	<ul style="list-style-type: none"> • Scrub out bins with disinfectant/cleanser • Scrub out bin area with disinfectant/cleanser <p>(The Manager is not required to clean bins owned and stored within individual lots)</p>
Walls/Fences	<ul style="list-style-type: none"> • Walls and fences in common areas to be cleaned and maintained as required • Glass walls to be <u>thoroughly</u> cleaned
Gardens	<ul style="list-style-type: none"> • Plants to be fertilised and tended to as required • Arrange for diseased or dead plants to be removed and replaced with equivalent plants (at cost of Body Corporate) • Arrange for mulching and other related capital works at the request and cost of the Body Corporate
Common Areas	<ul style="list-style-type: none"> • All foyers and windows (excluding the ground level and basement foyers and windows which are to be cleaned daily if required) to be vacuumed, mopped and washed

CLEANING AND GROUNDS MAINTENANCE - MONTHLY ROUTINE (BUT ONLY IF REQUIRED)

Building	<ul style="list-style-type: none"> • Inspect, where accessible, building thoroughly internally and externally and note: <ul style="list-style-type: none"> - corrosion - paint condition - concrete cracking or chipping - leaks after heavy rain - condition of roof - condition of windows, doors and locks - security breaches - any matters in relation to the safety and presentation of the Scheme
Pumps (if any)	<ul style="list-style-type: none"> • After checking fuel, oil and battery test run auxiliary pumps for 30 minutes on load and confirm that unit is running smoothly • Inspect exhaust system for leaks and look for corrosion
Furniture	<ul style="list-style-type: none"> • Check wear and tear of any furniture (indoor and outdoor) and report on its condition

CLEANING AND GROUNDS MAINTENANCE - SIX MONTHLY ROUTINE

Fans (if any)	<ul style="list-style-type: none"> • Inspect condition of fan blades and look for corrosion
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GARDEN MAINTENANCE – AS REQUIRED

Garden Maintenance	<ul style="list-style-type: none">• All garden and grass edges to be trimmed and grass mowed around Scheme and adjacent footpath (if lawful) according to rate of growth or condition of weather• Keep all gardens to a good standard at all times with replacement of shrubs and plants at the expense of the Body Corporate as is necessary• Spray pathways and arid brickwork with weed killer at regular intervals• Check on state of exterior fencing and gates and report to Body Corporate accordingly
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