



This document provides
guidelines to the Tenant for
the Maintenance of
Yarriambiack Shire Council
owned Kindergarten
facilities.

Yarriam biack Shire Council Tenant

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Advertising and Sponsorship Signage



The erection and maintenance of all advertising signage must be approved by Council and must meet all regulations and planning requirements.

Any repair to infrastructure and fences that is required due to the installation of signage is the responsibility of the Tenant.

Internal Signage, Shelving and Equipment



If the Tenant are planning on fixing shelving or equipment to the walls, they need to provide adequate information to inform Council. Council will then assess and advise/approve like any standard tenant arrangement.

INSURANCE

Building Insurance



Council will insure buildings owned as they are Council assets.

Contents Insurance



Contents must be insured by the Tenant.

Public Liability Insurance



The Tenant shall, at all times during the Lease Term, be the holder of a current Public Liability Policy of Insurance in respect of the activities undertaken at the Premises.

ELECTRICAL EQUIPMENT



Annual testing and tagging of all electrical equipment must be arranged by the Tenant through a licenced electrician.

Electrical Equipment



Council will be responsible for the servicing of fixed (hardwired) equipment.



RESPONSIBILITY

CLEANING AND TOILETS

Facility Cleaning



Day to day cleaning of the facility will be completed by the Tenant.

Toilets



Day to day cleaning and supply of all consumables such as toilet paper and hand towels will be managed by Tenant.

Sanitary Bins



Tenant will arrange sanitary bins for all toilets.

INTERNAL BUILDING

General Repairs and Maintenance



Day to day maintenance and repairs such as light globes and cobweb removal etc is the responsibility of the Tenant and must be undertaken by a qualified person.

Ceiling and Internal Walls



Damage sustained to the ceiling and internal walls as a result of daily activity is the responsibility of the Tenant.



Cleaning of floor surfaces and coverings is Tenant responsibility.

Floor Surfaces and Coverings



Repair / Replacement of floor surfaces and coverings at the end of economical live is Council responsibility.



Cleaning of windows is Tenant responsibility.

Glass and Glazing



Replacement due to breakage as a result of other action or event (i.e. break-in) is Council responsibility.



RESPONSIBILITY

INTERNAL BUILDING (continued)



Insect, spider and rodent infestations must be treated by the Tenant.

Pest Control



Pests causing structural damage to a building must be reported to Council for assessment and action.



Council will undertake termite inspections and action.

Asbestos Removal



Must be undertaken by qualified, certified contractors arranged by Council.



The fixing of a defibrillator to a wall is subject to approval from Council.

Defibrillator



Ongoing maintenance of the Defibrillator is the responsibility of the Tenant.

Structural Building Works, requiring a Building Permit



Must be reported to Council for assessment and prioritised action.



Council is responsible for all locks and keys to all Council owned buildings and structures.

Keys and Locks



Tenant must keep a key register and inform any changes or new keys to Council.

Curtains, Drapes and





Tenant is responsible for maintenance and repair to any facility curtains, drapes and blinds.

Fridges/Freezers



Responsibility of the Tenant to repair, maintain and replace.

Furniture / Appliances



Any furniture not fixed to the building is the responsibility of the Tenant to repair, maintain and replace.



RESPONSIBILITY

INTERNAL BUILDING (continued)

Security Systems



The Tenant is responsible for the security and CCTV at the site (if applicable) in accordance with the applicable legislative provisions, and Child Safe Standards.

The Tenant is responsible for the locking of facilities after each use.



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RESPONSIBILITY UTILITIES AND SERVICES			
Electricity Consumption			Payments for all operating costs are to be organised and paid by the Tenant.
Water Consumption			Payments for all operating costs are to be organised and paid by the Tenant.
Gas Consumption			Payments for all operating costs are to be organised and paid by the Tenant.
NBN Internet			It is the responsibility of the Tenant to pay for this service if required.
Heating and Cooling	system units, electric and will be the responsibility of		Six monthly or annual servicing of air conditioning, split system units, electric and gas heaters are required and will be the responsibility of the Tenant.
Servicing			Council is responsible for the replacement of heating and cooling units, when they have reached the end of their useful life.
Plu m b in g			Cleaning of blocked toilets and blocked sewerage pipes is Tenant responsibility.
Ü			Replacement of tap washers is Tenant responsibility.
			Replacement of plumbing pipes, fittings, broken toilet bowls, cisterns, taps and sinks subject to Council assessment is Tenant responsibility.
			Drainage repairs / works including broken sewerage pipes, drains and pits is Council responsibility.
			Water tanks and associated pumps are the responsibility of Council.
Essential Safety Measures (ESM)			Council will ensure that all ESM (fire extinguishers, exit lights, paths of travel) complies will regulation standards.

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RESPONSIBILITY BUILDING SURROUNDS	
External Painting	Council will undertake painting of buildings if deemed necessary for major maintenance activities, e.g. to maintain a building with asbestos.
	Any additional painting requests should be submitted to Council for consideration.
	Repairs and replacement requests are to be submitte to Council by the Tenant.
Roof, Guttering and Spouting	Day to day maintenance of cleaning out guttering and spouting should be arranged by the Tenant and completed by a qualified tradesperson.
Vandalism and Graffiti	Reports of vandalism and graffiti must be reported to Council and the Police if required.
Licenced Early Years Playground Area	The licenced early years playground area, including (bound limited to) sprinklers, paving, landscaping, bike tracks, playground equipment, shade structures, sandpits and fencing is the responsibility of the tenant
Gardens and Landscaping Surrounds	Landscaping and garden area outside of the licenced early years playground area is the responsibility of th tenant. They must be kept maintained and presentable
Soil Management Plan	A Soil Management Plan is in place for the Rupanyup Kindergarten site. No soil can be disturbed on the sit without referring to the Soil Management Plan and consultation with Council
WASTE MAN AGEMENT	
Rubbish / Recycling	Rubbish / recycling generated from Tenant activities must be disposed of in allocated bins located at the facility.
Bins	The Landlord will provide recycling, general waste and glass bins.
	Rubbish / recycling generated from Tenant activities

Waste Collection Fees



Rubbish / recycling generated from Tenant activities must be disposed of in allocated bins located at the facility.

The Tenant is currently exempt from the waste collection fee.



WASTE MANAGEMENT (continued)



Public bins located outside the facility are for public use and will be collected by Council's outdoor works team.

Litter Bins



Tenant to notify Council if bins are overflowing or offensive smelling in nature.

All building maintenance works are to be reported in a timely manner (within 48 hours) utilising Council's Customer Request Management System (CRM). The CRM system can be accessed by:

- Reporting the matter directly, calling Council's Customer Service number on 5398 0100; or
- Lodging the request online via Council's Website Report an Issue (<u>Index Yarriambiack Shire Council (councilwise.com.au</u>) or
- Via Snap Send Solve Application.

Procurement and Project Management – Refer to the Service Agreement between Yarriambiack Shire Council and Emerge Early Years Services to read more about roles and responsibilities.



YARRIAMBIACK SHIRE COUNCIL

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