



Yarriambiack
SHIRE COUNCIL

EST. 1888
**SHEEP HILLS
MECHANICS INSTITUTE**

Maintenance and servicing guidelines

for Yarriambiack Shire Council
owned buildings

Sheep Hills Mechanics Institute
Inc (Hall)

EST. 1888
**SHEEP HILLS
MECHANICS INST**

This document provides guidelines to the Tenant for the Maintenance of Sheep Hills Mechanics Institute Inc (Hall)

**Yarriambiack
Shire Council**
Tenant

RESPONSIBILITY

SIGNAGE

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.

Entrance Signage



Entrance signage will be installed and maintained by Council.

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 not owned by Council 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.

FOOD AND BEVERAGE

Kitchen/Electrical Equipment



Testing and tagging of kitchen and all other equipment must be arranged by the Tenant through a licenced electrician.

Council will be responsible for the servicing of fixed kitchen/electrical 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.

Floor Surfaces and Coverings



Cleaning of floor surfaces and coverings is Tenant responsibility.

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

Glass and Glazing



Cleaning of windows is Tenant responsibility.

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

Internal Maintenance



Repairs and faults such as plumbing leaks and electrical faults must be reported to Council by the Tenant for repair.

Pest Control



Insect, spider and rodent infestations must be treated by the Tenant. Pests causing structural damage to a building must be reported to Council for assessment and action.

Council will undertake termite inspections and action.

More listed on the following page.

RESPONSIBILITY

INTERNAL BUILDING (continued)

Pest Control			Insect, spider and rodent infestations must be treated by the Tenant. 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.
Defibrillator			The fixing of a defibrillator to a wall is subject to approval from Council. Ongoing maintenance of the Defibrillator is the responsibility of the Tenant.
Structural Repairs or Major Maintenance			Must be reported to Council for assessment and prioritised action.
Keys and Locks			Council is responsible for all locks and keys to all Council owned buildings and structures. Tenant must keep a key register and inform any changes or new keys to Council.
Curtains, Drapes and Blinds			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			Any furniture not fixed to the building is the responsibility of the Tenant to repair, maintain and replace.
Security Systems			The responsibility for security systems depends on the ownership of the building and will be determined on a case-by-case basis after the application and PIA (Privacy Impact Assessment) are reviewed. For Council-owned buildings, security systems, including CCTV, must be approved, and installed by the Council. Once approved and installed, the Council will be responsible for the monitoring and ongoing maintenance of the system. Committees of Management are not permitted to install their own CCTV or security systems on Council-owned buildings.

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 Servicing



Six monthly or annual servicing of air conditioning, split system units, electric and gas heaters are required and will be the responsibility of the Council.

Plumbing



Cleaning of blocked toilets and blocked sewerage pipes is Tenant responsibility.



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.

Essential Safety Measures (ESM)



Council will ensure that all ESM (fire extinguishers, exit lights, paths of travel) complies with regulation standards.

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.

Roof, Guttering and Spouting



Repairs and replacement requests are to be submitted to Council by the Tenant.



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.

WASTE MANAGEMENT

Rubbish / Recycling Bins



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

The Landlord will provide recycling, general waste and glass bins.

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.

Litter Bins



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

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 ([Index - Yarriambiack Shire Council \(councilwise.com.au\)](https://councilwise.com.au)) or
- Via Snap Send Solve Application.