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**ACT**

**Maintenance**

**Plan**

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2 May 2022

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35 Poynton Street

Hughes ACT 2605

p 6288 0402

Units Plan1722

2 Sample Street Canberra City

**REPORT SUMMARY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **CLIENT** | Strata Management Group Pty Ltd | | **BUILDING LOCATION** | 2 Sample Street Canberra City ACT | | **BLOCK NUMBER** | 13 | | **SECTION NUMBER** | 12 | | **SCHEME NUMBER** | UP1722 | |  |  | | **INSPECTION DATE** | 2 May 2022 | | **INSPECTOR** | Adam Macie | | **WEATHER CONDITIONS** | Fine | | **REFERENCE NUMBER** | 35TST |   ***Project Scope:*** This Maintenance Plan has been compiled to assist the Owners Corporation and Strata Managers to meet their obligations with respect to the following legislation (both as amended 1 November 2020):   * Unit Titles (Management) Act 2011 (s24); * Unit Titles (Management) Regulation 2011 (s4A)   ***Building Class***   * Residential Units are Class A   In typical Class A Units Plans, the unit owner owns the inside of the unit but not the main structure of the building. Usually, the individual owner owns from the inside of their lot to halfway out through the boundary walls, ceiling, and the floor. In general, the Owners Corporation owns the walls, ceiling and floor from outside of the lot to halfway in. The internal walls within the unit (e.g. the wall between the kitchen and lounge room), floor coverings, light fittings and curtains are all the property of the unit owner.  The Unit Titles (Management) Act 2011 and associated regulations provides the framework for the management of multi-unit residential properties. All Owners Corporations are required to hold a Maintenance Plan, considering the Developers Maintenance Schedule (if available). The Executive Committee then references this plan as part of their responsibility for overseeing the maintenance of the common property. The Owners Corporation should regularly review their maintenance plan and amend when necessary. A comprehensive database relating to the maintenance, repair or replacement undertaken to systems, equipment, structures and other items on the common property, including copies of manuals and warranties (where available) has been compiled for this building.  Following the preparation of our project file for 2 Sample Street Canberra which included referencing materials such as maintenance schedules, sinking fund reports, warranties, manufacturer’s recommendations, and specific product information provided to us, our Building Inspector conducted a comprehensive on-site visual inspection on 2 May 2022. It is critical that this Maintenance Plan is monitored and updated on an ongoing basis to ensure the optimum working condition of systems, equipment, structures and other elements of the common property and to avoid costly reactive repairs. |  |

**IMPORTANT:** *This report is intended to be read in its entirety. It has been commissioned to satisfy the requirements of 4A Maintenance plan – Act, s 24 (3), Unit Titles Management Regulation 2011. The appropriate Strata Group Representative or Members of the Body Corporate Executive are requested to immediately contact our company if any of the report’s content is not fully understood and requires clarification or further explanation****.***

***Please refer to important Scope and Limitations at the end of this document.***

A picture containing hanger, insect, curlew

Description automatically generatedThank you for the opportunity to work with you on this project, please do not hesitate to contact our team.

**Adam Macie**

**Senior Building Inspector**

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| A percentage from every inspection contributes to our in house charity, supporting those in our community who do not have a place to call home. Visit our website to learn more. |  |  |

*A comprehensive photo log of all photographs and documents captured during the maintenance plan inspection on 2 May 2022 have been supplied with this report.*

Map

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**General Observations Summary**

The preparation of this Maintenance Plan included a comprehensive on-site inspection where building elements noted in the plan were reviewed to determine life cycles and continuity of service. Whilst the purpose of a maintenance plan is not to specifically address defects, any observations noted by the inspector have been provided below as a courtesy. Please note that we cannot guarantee all defects to this structure have been listed and strongly recommend that the Routine/Safety inspections for each building element detailed in the plan are strictly observed. ***Please refer to our Scope & Limitations at the end of this document.***

|  |  |  |
| --- | --- | --- |
| **Area** | **Observation** | **Details** |
| Superstructure | Maintenance | Exterior of building adjacent to gymnasium requires painting |
|  | Maintenance | Exterior of building adjacent to guest recreation room requires repainting |
|  | Observation | Dulux paint observed in basement, clearly used for some external surfaces, but not a full building repaint |
|  | Maintenance | Flaking paint was observed to balcony ceilings below the old pool area |
|  | Maintenance | The window sill to a window adjacent to the outdoor recreation areas has deteriorated and requires repairs or replacement |
|  | Maintenance | Some areas of foyer floor tiling require grout repairs |
| Garage Door | Observation | Observed servicemen at the building during our inspection |
| Basement line marking | Observation | There is varying levels of deterioration of lines, touch-ups to some areas is advised |
| Rooftop recreation area adjacent to tennis court | Landscaping | Rooftop recreation area requires weeding/spraying |
| Outdoor furniture | Maintenance/Replacement | Outdoor furniture adjacent to tennis court generally affected by weather. Serviceable. Would recommend outdoor cover if replaced. |
| Gym and public washrooms | Maintenance | There are some damaged ceiling tiles |
| Hallways | Maintenance | Patch painting, scuffing and impact damage was noted to some areas |
| Recreation room | Maintenance | Paint bubbling on some walls |
| Recreation room | Maintenance | The door handle to the recreation room is loose and requires repairs |
| Cooling tower | Maintenance | There is efflorescence present to a condenser pump from water leakage |
| Recreation deck | Structural defect/Hazard | The timber deck requires repairs and is structurally unsound |
| Stairwell | Maintenance | There are chipped and cracked tiles to the stairwell in some areas |
| Washroom | Maintenance | There are some damaged ceiling tiles |
| Sewer pump | Maintenance | Backflow prevention last tested 2014 |
| Tennis court | Maintenance | Water was holding to areas of the court surface, drainage maintenance is recommended |

**Next Action Plan**

To assist with future planning, inspections recommended over the next 18 months are detailed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Building Element** | **Type** | **Last Inspector** | **Next Inspection Due** |
| Superstructure | Routine | Residential Reports | May 2023 |
| Basement/Car Accommodation | Routine | Residential Reports | May 2023 |
| Cleaning/Sanitation | Sanitation | IOFS |  |
| Driveways, Pathways & Parking | Routine | Residential Reports | May 2023 |
| Electrical & Security | Operational | Maritex |  |
| External Works | Routine | Residential Reports | May 2023 |
| Fire Protection Systems & Evacuation | Routine/Safety | Form1 | September 2023 |
| Furniture & Fittings | Routine | Residential Reports | May 2023 |
| Gymnasium | Routine | Residential Reports | May 2023 |
| Hallways | Routine | Residential Reports | May 2023 |
| Laundry | Routine | Residential Reports | May 2023 |
| Lift | Kone | Routine/Safety |  |
| Lobby/Recreation Room | Routine | Residential Reports | May 2023 |
| Mechanical Ventilation | Operational | Pacific FM |  |
| Pest Management | Routine | Residential Reports | May 2023 |
| Recreation Areas | Routine | Residential Reports | May 2023 |
| Pool Areas | Routine | Residential Reports | May 2023 |
| Roof Access | Routine | Residential Reports | May 2023 |
| Sauna | Routine | Residential Reports | May 2023 |
| Stairwell | Routine | Residential Reports | May 2023 |
| Tennis Court | Routine | Residential Reports | May 2023 |
| Washrooms | Routine | Residential Reports | May 2023 |

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| Estimated Service Life (ESL) Summary (indicates estimated service life of the building element and identifies anticipated next major expenditure - other than a routine service/repair) | | | | | | | | | | | | | | | | | |
|  | ESL | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| **SUPERSTRUCTURE** | | | | | | | | | | | | | | | | | |
| Repaint Building Exterior | 10 |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |
| Repaint Soffits | 10 |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |
| Repair/Maintain Common Window Coverings | 10 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Repair/Maintain windows | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Balcony/Patio/Entry Floor Tiles | 10 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Repaint Balustrade & Handrail Fixings | 20 |  |  |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |
| Repair/Maintain Balcony Membrane | 5 |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Repair/Maintain Roof | 10 |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |
| Repair/Maintain Skylights | 10 |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **BASEMENT/CAR ACCOMODATION** | | | | | | | | | | | | | | | | | |
| Maintain/Repair Main Garage Door Motor | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/Repair Main Garage Door Running Gear | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint Door Faces | 10 |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ESL | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| Repaint Line Marking | 10 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Replace Basement Exit/Entry Door | 40 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2040 |
| Service/Replace Storm Water Pumps | 5 |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service/Replace Stormwater Pump Controller | 5 |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean/Maintain Pump Pits & Enclosures | As Required |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint Walls/Posts/Carpark Ceiling | 10 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Service/Replace Exhaust/Supply Fans | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Repaint Lines/Kerbing | 10 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
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| **COMMON AREA** | | | | | | | | | | | | | | | | | |
| Maintain Sanitation Disposal Bins | 1 |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **DRIVEWAYS,PATHWAYS & PARKING** | | | | | | | | | | | | | | | | | |
| Maintain Paver/Tile Pathways | 10 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/Replace Bollards | 20 |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **EXTERNAL WORKS** | | | | | | | | | | | | | | | | | |
| Maintain Awning | 10 |  |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |
| Maintain Common Pipework | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Service/Repair Bin Room Curtain Blind | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint Door Faces | 10 |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/Replace Bin Room Door/Frames | 25 |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **FIRE PROTECTION SYSTEMS & EVACUATION** | | | | | | | | | | | | | | | | | |
| Maintain Fire Hose Reels | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Safety Signage | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/Replace Portable Fire Extinguishers | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Fire Doors | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **FURNITURE & FITTINGS** | | | | | | | | | | | | | | | | | |
| Repair/Replace General Signage | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Ongoing Replacement of Common Area Lighting | 15 |  |  |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |
| Provision to Upgrade Keypads/Card readers | 10 |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |
| Maintain/Replace Door Closures | 5 |  |  |  | 🗹 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |
|  | ESL | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| Repair/Upgrade Security Headend Equipment | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect/Maintain Electrical Switchboard & RCDs | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
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| **GYMNASIUM** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Replace Gym Floor Covering | 10 |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |
| Maintain/Replace Gym Equipment | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Paint & Maintain Gym Area | 10 |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |
| Maintain Signage | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Lighting | 15 |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |
| Maintain/Replace Suspended Ceiling/Tiles | 15 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **HALLWAYS** | | | | | | | | | | | | | | | | | |
| Carpet | 10 |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |
| Painting | 10 | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **LAUNDRY** | | | | | | | | | | | | | | | | | |
| Painting | 10 |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Repair/Replace Appliances | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **LOBBY** | | | | | | | | | | | | | | | | | |
| Maintain/Replace Flooring | 10 |  |  |  |  | 🗹 |  |  |  | 🗹 |  |  |  |  |  |  |  |
| Replace Door Hardware | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Replace Door Closers | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Repair/Maintain Furniture | 5 |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |
| Repair/Maintain Lighting | 10 |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |
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| **MECHANICAL VENTILATION** | | | | | | | | | | | | | | | | | |
| Maintain Roof Exhaust Fan | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Carpark/Basement Exhaust Fan | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Pressure Pumps/Vessel | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Security Camera Equipment | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Split Heater Pumps Airconditioning | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Heating Pump | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Fire Pumps/Valves | 5 |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ESL | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| Maintain Plant Rooms | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Cooling Tower | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Grease | 5 |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Ducted Air Conditioning | 5 |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Lift Interior | 15 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Lift Motor/Brake | 5 | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/Replace Hot Water Systems | 7 |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Security Camera Equipment | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain ventilation Ducting | 6 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Sewer Pump | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **PEST MANAGEMENT** | | | | | | | | | | | | | | | | | |
| Routine Internal Spray & Bait | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **RECREATION AREAS** | | | | | | | | | | | | | | | | | |
| Repair/Maintain Deck | 10 | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **POOL AREAS** | | | | | | | | | | | | | | | | | |
| Maintain/Repair Blower | 10 |  |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |
| Maintain Concourse | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/Replace Heater | 5 |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Lighting | 10 |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |
| Maintain Surface | 5 |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Signage | 10 |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |
| Maintain/Repair Pump | 5 |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/Repair Filter | 5 |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ROOF ACCESS** | | | | | | | | | | | | | | | | | |
| Service/Replace Access Ladder | 10 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SAUNA** | | | | | | | | | | | | | | | | | |
| Maintain/Replace Hot Water Systems | 10 |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **STAIRWELL** | | | | | | | | | | | | | | | | | |
| Repaint walls | 10 |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ESL | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| Repaint Ceilings | 10 |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint Door Faces/Frames | 10 |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Lighting | 10 |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |
| Maintain signage | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint Handrails | 10 | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Repair/Maintain Balustrade &Handrail Fixings | 20 |  |  |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |
| Maintain/Replace Floor Tiles | 10 |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TENNIS COURT** | | | | | | | | | | | | | | | | | |
| Maintaining Fencing | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Court | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Lighting | 10 |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |
| Maintain Signage | 5 |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WASHROOM/BATHROOMS** | | | | | | | | | | | | | | | | | |
| Maintain/Replace Toilets and Sinks | 5 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/Replace Tiles | 10 |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain/Replace Suspended Ceiling | 10 |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain Antenna | 10 |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |
| Garbage Shute – Maintain Replace Shute | 10 |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

ACT Maintenance Plan

**Inspection Types**

ROUTINE General inspection to determine that the building element is in acceptable order showing no signs of deterioration or damage that may require attention or repair

ROUTINE/SAFETY Following the guidelines of a routine inspection with a particular focus on items that may cause injury to owners/occupants/visitors

SERVICE An inspection where some additional level of attention or maintenance may be required, e.g. cleaning a pool filter

OPERATIONAL Inspection to ascertain the element is operational

COMPLIANCE Inspect, test and maintain as required to ensure that the building element meets a particular Regulation or Standard

SANITATION Required Health & Safety check for residents

SUPERSTRUCTURE

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **BUILDING WATERPROOFING** | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  |  | |  |  | | 🗹 |  | |  |  |  |  |  |  |  |  |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | Type | | | Cost | | | Details | | | | | | | | | |
| 2017 | Unknown | | | | Waterproofing repairs | | | $41,659 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | | |

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| **REPAINT BUILDING EXTERIOR** | | | | | | | | | | | | | | | | | | | | | | | | |
| Make/Model | | Identifier | | | | | | | Install Date | | | | | Relevant Standard | | | | | | | | | | |
| Dulux 29/1/2022 | |  | | | | | | | Assume early 2022 | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | | 2022 | 2023 | | 2024 | | 2025 | | 2026 | | 2027 | 2028 | | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 years | | |  |  | |  | |  | |  | |  | 🗹 | | |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | | Inspector | | | | | | Observation | | | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | | Residential Reports | | | | | | Exterior of building adjacent to gymnasium requires painting | | | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | | Residential Reports | | | | | | Exterior of building adjacent to guest recreation room requires repainting | | | | | | | | | | | | | |
| 2/5/2022 | Observation | | | | Residential Reports | | | | | | Dulux paint observed in basement, clearly used for some external surfaces, but not a full building repaint | | | | | | | | | | | | | |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | | | Type | | | | Cost | | | | Details | | | | | | | | | |
| 2018 | Unknown | | | | | | Repaint Building | | | | $136,118 | | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | | |
| **REPAINT SOFFITS** | | | | | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | | 2022 | 2023 | | 2024 | | 2025 | | 2026 | | 2027 | 2028 | | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 years | | |  |  | |  | |  | |  | |  | 🗹 | | |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | | Inspector | | | | | | Observation | | | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | | Residential Reports | | | | | | Flaking paint was observed to balcony ceilings below the old pool area | | | | | | | | | | | | | |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | | | Type | | | | Cost | | | | Details | | | | | | | | | |
| 2018 | Unknown | | | | | | Repaint verandah ceilings | | | | $32,895 | | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | | |

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| **REPAIR/MAINTAIN COMMON AREA WINDOW COVERINGS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

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| **REPAIR/MAINTAIN WINDOWS** | | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  | |  | |  | 🗹 | |  |  | |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | | Observation | | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | Residential Reports | | | | | The window sill to a window adjacent to the outdoor recreation areas has deteriorated and requires repairs or replacement | | | | | | | | | | | | |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | | Type | | | Cost | | | Details | | | | | | | | | |
| 2021 | Unknown | | | | | Maintain Window Fixtures & Fittings | | | $12,520 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | | |

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| **MAINTAIN BALCONY/PATIO/ENTRY FLOOR TILES** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 10 years | |  |  | |  |  | 🗹 | |  |  |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | Observation | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | Residential Reports | | | | Some areas of foyer floor tiling require grout repairs | | | | | | | | | | | |
| **REPAINT BALUSTRADES & HANDRAILS** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 10 years | |  | 🗹 | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |

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| **REPAIR/MAINTAIN BALUSTRADE & HANDRAIL FIXINGS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 20 years |  |  |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |

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| **REPAIR/MAINTAIN WATERPROOFING** | | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | |
| 10 years | |  |  |  | |  |  | | 🗹 |  | |  |  |  |  |  |  |  |  | |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | Type | | | Cost | | | Details | | | | | | | | |  | |
| 2017 | Unknown | | | | Building Waterproofing repairs | | | $41,659 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | |  | |

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| **REPAIR/MAINTAIN BALCONY MEMBRANE** | | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  | 🗹 | |  |  | |  |  | |  |  |  |  |  |  |  |  | |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | Type | | | Cost | | | Details | | | | | | | | |  | |
| 2019 | Unknown | | | | Maintain roof | | | $60,187 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | |  | |

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| **REPAIR/MAINTAIN ROOF** | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | |
| 10 years | |  |  |  | | 🗹 |  | |  |  | |  |  |  |  |  |  |  |  |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | Type | | | Cost | | | Details | | | | | | | | | |
| 2018 | Unknown | | | | Maintain roof | | | $36,799 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | | |

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| **REPAIR/MAINTAIN SKYLIGHTS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |

BASEMENT/CAR ACCOMODATION

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

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| **MAINTAIN/REPAIR MAIN GARAGE DOOR MOTOR** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Make/Model | Identifier | | Install Date | | | | Relevant Standard | | | | | | | Inspector | | | | | Inspection Type | | | Inspection Frequency | | Next Inspection Date | | |
|  |  | |  | | | |  | | | | | | | Capital Door Works | | | | |  | | |  | |  | | |
| Estimated Service Lifespan | | | | 2022 | 2023 | | | 2024 | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | | 2033 | 2034 | | 2035 | | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 years | | | |  |  | | |  | 🗹 |  | |  |  | |  |  |  |  | |  |  | |  | |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | | Type | | | | Inspector | | | | | Observation | | | | | | | | | | | | | | | |
| 2/5/2022 | | Observation | | | | Residential Reports | | | | | Observed servicemen at the building during our inspection | | | | | | | | | | | | | | | |

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| **MAINTAIN/REPAIR MAIN GARAGE DOOR RUNNING GEAR** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  | |  | 🗹 |  | |  |  |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | Observation | | | | | | | | | | | |
| 2/5/2022 | Observation | | | Residential Reports | | | | Observed servicemen at the building during our inspection | | | | | | | | | | | |

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| **REPAINT DOOR FACES** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **REPAINT LINE MARKING** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 10 years | |  |  | |  |  | 🗹 | |  |  |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | Observation | | | | | | | | | | | |
| 2/5/2022 | Observation | | | Residential Reports | | | | There is varying levels of deterioration of lines, touch-ups to some areas is advised | | | | | | | | | | | |

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| **REPLACE BASEMENT EXIT/ENTRY DOOR** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 40 years |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2040 |

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| **SERVICE/REPLACE STORMWATER PUMPS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **SERVICE/REPLACE STORMWATER PUMP CONTROLLER** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **CLEAN/MAINTAIN PUMP PITS & ENCLOSURES** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| As required |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **REPAINT WALLS/POSTS/CARPARK CEILING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

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| **SERVICE/REPLACE EXHAUST/SUPPLY FANS** | | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  |  | |  | 🗹 | |  |  | |  |  |  |  |  |  |  |  | |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | Type | | | Cost | | | Details | | | | | | | | |  | |
| 2021 | Unknown | | | | Replace exhaust supply fans | | | $67,609 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | |  | |

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| **REPAINT LINES/KERBING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

COMMON AREA

***Inspector: IOFS*** ***Inspection Type:*** Sanitation ***Frequency:*** Annual ***Last Inspection Date:***

***Next Inspection Date:***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **MAINTAIN SANITATION DISPOSAL BINS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 1 years |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **CLEANING** |
| Ongoing - IOFS |

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| **WASTE - COMMERCIAL** |
| Ongoing - Suez |

DRIVEWAYS, PATHWAYS & PARKING

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **MAINTAIN PAVER/TILE PATHWAYS** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 10 years | |  |  | |  |  | 🗹 | |  |  |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | Observation | | | | | | | | | | | |
| 2/5/2022 | Landscaping | | | Residential Reports | | | | Rooftop recreation area requires weeding/spraying | | | | | | | | | | | |

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| **MAINTAIN/REPLACE BOLLARDS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 20 years |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |

ELECTRICAL & SECURITY

***Inspector:*** Maritex ***Inspection Type:*** Operational ***Frequency:*** Annual ***Last Inspection Date:***

***Next Inspection Date:***

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| **INSPECT/MAINTAIN ELECTRICAL SWITCHBOARD & RCDs** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN ANTENNA** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN SECURITY CAMERA EQUIPMENT** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **REPAIR/UPGRADE SECURITY HEADEND EQUIPMENT** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

EXTERNAL WORKS

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

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| **MAINTAIN AWNING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
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| **MAINTAIN COMMON PIPEWORK** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
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| **SERVICE/REPAIR BIN ROOM CURTAIN BLIND** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **REPAINT DOOR FACES** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN/REPLACE BIN ROOM DOOR/FRAMES** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 25 years |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |

FIRE PROTECTION SYSTEMS & EVACUATION

***Inspector:*** Form 1 ***Inspection Type:*** Routine/Safety ***Frequency:*** 6 months (unless specified) ***Last Inspection Date:***

***Next Inspection Date:*** Refer to Form 1

Fire Training: Ferst Fire Services Monitoring: ADT

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| **MAINTAIN FIRE HOSE REELS** | | | | | | | | | | | | | | | | | | | | | | | |
| Make/Model | Identifier | Install Date | | | Relevant Standard | | | | | | Inspector | | | | | Inspection Type | | | Inspection Frequency | | Next Inspection Date | | |
|  |  |  | | |  | | | | | | Form1 | | | | |  | | | 6 monthly | | September 2022 | | |
| Estimated Service Lifespan | | | 2022 | 2023 | | 2024 | 2025 | 2026 | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | | 2033 | 2034 | | 2035 | | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | | | |
| 5 years | | |  |  | |  |  | 🗹 |  |  | |  |  |  |  | |  |  | |  | |  |  |

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| **SAFETY SIGNANGE** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN/REPLACE PORTABLE FIRE EXTINGUISHERS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN FIRE ALARM SYSTEM** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Make/Model | | Identifier | | Install Date | | | Relevant Standard | | | | | Inspector | | | | | Inspection Type | | | Inspection Frequency | | | Next Inspection Date | | |
|  | |  | |  | | |  | | | | | Form1 | | | | |  | | | monthly | | |  | | |
| Estimated Service Lifespan | | |  | | 2022 | 2023 | | 2024 | 2025 | 2026 | 2027 | | 2028 | 2029 | 2030 | 2031 | | 2032 | 2033 | | 2034 | 2035 | | 2036 | 2037 |
|  | *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | | | | |
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| **MAINTAIN FIRE DOORS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

FURNITURE & FITTINGS

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

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| **REPAIR/REPLACE GENERAL SIGNAGE** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **ONGOING REPLACEMENT OF COMMON AREA LIGHTING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 15 years |  |  |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |

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| **PROVISION TO UPGRADE KEYPADS /CARDREADERS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |

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| **MAINTAIN/REPLACE DOOR CLOSURES** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **OUTDOOR FURNITURE** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  | |  | 🗹 |  | |  |  |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | Observation | | | | | | | | | | | |
| 2/5/2022 | Maintenance/Replacement | | | Residential Reports | | | | Outdoor furniture adjacent to tennis court generally affected by weather. Serviceable. Would recommend outdoor cover if replaced. | | | | | | | | | | | |

GYMNASIUM

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

Equipment must be tested by relevant technician

***Next Inspection Date:*** 2/5/2023

SAFETY OF MACHINE OPERATION: monthly routine inspections recommended, LifeFitness is the brand of most mechanical equipment in this area.

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| **REPLACE GYM FLOOR COVERING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |

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| **MAINTAIN/REPLACE GYM EQUIPMENT** | | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  |  | |  | 🗹 | |  |  | |  |  |  |  |  |  |  |  | |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | Type | | | Cost | | | Details | | | | | | | | |  | |
| 2020 | Unknown | | | | Maintain/replace gym equipment | | | $18,233 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | |  | |

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| **PAINT & MAINTAIN GYM AREA** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN SIGNAGE** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN LIGHTING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 15 years |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |

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| **MAINTAIN/REPLACE SUSPENDED CEILING/TILES** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 15 years | |  |  | |  | 🗹 |  | |  |  |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | Observation | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | Residential Reports | | | | There are some damaged ceiling tiles | | | | | | | | | | | |

HALLWAYS

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **CARPET** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |

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| **PAINTING** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 10 years | |  | 🗹 | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | Observation | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | Residential Reports | | | | Patch painting, scuffing and impact damage was noted to some areas | | | | | | | | | | | |

LAUNDRY

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

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| **PAINTING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **REPAIR/REPLACE APPLIANCES** | | | | | | | | | | | | | | | | | | | |
| Make/Model | Identifier | | | | | Install Date | | | | Relevant Standard | | | | | | | | | |
| Elextrolux Wascator |  | | | | | Assume early 2022 | | | |  | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | 2025 | | 2026 | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  |  |  | | 🗹 |  |  | |  |  |  |  |  |  |  |  |  |

LIFT

***Inspector:*** KONE ***Inspection Type:*** Routine/Safety ***Frequency:*** ***Last Inspection Date:***

***Next Inspection Date:***

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| **MAINTAIN LIFT INTERIOR** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 15 years |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN LIFT MOTOR/BRAKE** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

LOBBY/RECREATION ROOM

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

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| **MAINTAIN/REPLACE FLOORING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |

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| **PAINTING** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 10 years | |  | 🗹 | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | Observation | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | Residential Reports | | | | Paint bubbling on some walls | | | | | | | | | | | |

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| **REPLACE DOOR HARDWARE** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  | |  |  | 🗹 | |  |  |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | Observation | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | Residential Reports | | | | The door handle to the recreation room is loose and requires repairs | | | | | | | | | | | |

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| **REPLACE DOOR CLOSERS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

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| **REPAIR/MAINTAIN FURNITURE** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |

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| **REPAIR/MAINTAIN LIGHTING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |

MECHANICAL VENTILATION & HYDAULICS

***Inspector:*** PACIFIC FM ***Inspection Type:*** Operational ***Frequency:*** Annual ***Last Inspection Date:***

***Next Inspection Date:***

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| **MAINTAIN ROOF EXHAUST FAN** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN CARPARK/BASEMENT EXHAUST FAN** | | | | | | | | | | | | | | | | | | | |
| Richardson & Sons |  | | | | |  | | | |  | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | 2025 | | 2026 | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  |  |  | | 🗹 |  |  | |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN PRESSURE PUMPS/VESSEL** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN SPLIT HEATER PUMPS AIRCONDITIONING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN HEATING PUMP** | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  |  | | 🗹 |  | |  |  | |  |  |  |  |  |  |  |  |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | Type | | | Cost | | | Details | | | | | | | | | |
| 2020 | Unknown | | | | Maintain heating pump | | | $19,449 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | | |

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| **MAINTAIN FIRE PUMPS/VALVES** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN PLANT ROOMS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN COOLING TOWER** | | | | | | | | | | | | | | | | | | | | | | | |
| HYDRO Industries | | | | | | | | | | | | | | | | | | | Monthly | | 05.2022 | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | | 2035 | | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  | |  | |  | 🗹 | |  |  | |  |  |  |  |  |  | |  | |  |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | | Type | | | Cost | | | Details | | | | | | | | | | | |
| 2021 | Unknown | | | | | Maintain cooling tower | | | $18,780 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | | | | |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | | Observation | | | | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | Residential Reports | | | | | There is efflorescence present to a condenser pump from water leakage | | | | | | | | | | | | | | |
| **MAINTAIN GREASE TRAP** | | | | | | | | | | | | | | | | | | | | | | | |
| Cleanaway | | | | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | | 2035 | | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | | | |
| 5 years | |  | 🗹 | |  | |  |  | |  |  | |  |  |  |  |  |  | |  | |  |  |

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| **MAINTAIN DUCTED AIR CONDITIONING** | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | |
| 5 years | |  | 🗹 |  | |  |  | |  |  | |  |  |  |  |  |  |  |  |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | Type | | | Cost | | | Details | | | | | | | | | |
| 2017 | Unknown | | | | Maintain air conditioning | | | $27,810 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | | |

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| **MAINTAIN/REPLACE HOT WATER SYSTEMS** | | | | | | | | | | | | | | | | | |
| Canberra Boilers | | | | | | | | | | | | | | | Last inspected May 2021 | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | |
| 7 years |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |

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| **MAINTAIN VENTILATION DUCTING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 6 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN SEWER PUMP** | | | | | | | | | | | | | | | | |
| Phil Quinnell Plumbing | | | | | | | | | | | | Backflow prevention last tested 2014 | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

PEST MANAGEMENT

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

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| --- |
| **ROUTINE INTERNAL SPRAY & BAIT** |
| Not required as at May 2022 |

RECREATION AREAS

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

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| **REPAIR/MAINTAIN FURNITURE** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **REPAIR/MAINTAIN DECK** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 10 years | | 🗹 |  | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | Observation | | | | | | | | | | | |
| 2/5/2022 | Structural defect/Hazard | | | Residential Reports | | | | The timber deck requires repairs and is structurally unsound | | | | | | | | | | | |

POOL AREAS

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

Pool areas observed from locked door, no access available.

***Water Testing: SAS Water***

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| **POOL/SPA –MAINTAIN/REPAIR BLOWER** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |

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| **POOL/SPA – MAINTAIN CONCOURSE** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

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| **POOL/SPA – MAINTAIN/REPLACE HEATER** | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  | 🗹 | |  |  | |  |  | |  |  |  |  |  |  |  |  |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | Type | | | Cost | | | Details | | | | | | | | | |
| 2019 | Unknown | | | | Replace pool/spa heater | | | $9,441 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | | |

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| **POOL/SPA – MAINTAIN LIGHTING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |

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| **POOL/SPA – MAINTAIN SURFACE** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **POOL/SPA – MAINTAIN SIGNAGE** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |

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| **POOL/SPA– MAINTAIN/REPAIR PUMP** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **POOL/SPA– MAINTAIN/REPAIR FILTER** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| years |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |

ROOF ACCESS

***Inspector:*** Rigcom ***Inspection Type:*** Routine/Safety ***Frequency:*** Annual ***Last Inspection Date:***

***Next Inspection Date:***

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| **SERVICE/REPLACE ACCESS LADDER** | | | | | | | | | | | | | | | | | | | |
| Make/Model | Identifier | | | | | Install Date | | | | Relevant Standard | | | | | | | | | |
|  |  | | | | | 22/7/2018 | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | 2025 | | 2026 | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 10 years | |  |  |  |  | | 🗹 |  |  | |  |  |  |  |  |  |  |  |  |

SAUNA

***Inspector:*** Rigcom ***Inspection Type:*** Routine/Safety ***Frequency:*** Annual ***Last Inspection Date:***

***Next Inspection Date:***

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| **SAUNA – MAINTAIN/REPLACE HOW WATER SYSTEMS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |

STAIRWELL

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

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| **REPAINT WALLS** | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | |
| 10 years | |  |  | 🗹 | |  |  | |  |  | |  |  |  |  |  |  |  |  |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | Type | | | Cost | | | Details | | | | | | | | | |
| 2020 | Unknown | | | | Painting | | | $19,364 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | | |

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| **REPAINT CEILINGS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **REPAINT DOOR FACES/FRAMES** | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | |
| 10 years | |  |  | 🗹 | |  |  | |  |  | |  |  |  |  |  |  |  |  |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | Type | | | Cost | | | Details | | | | | | | | | |
| 2020 | Unknown | | | | Repaint door faces and frame | | | $10,697 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | | |

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| **MAINTAIN LIGHTING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |

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| **MAINTAIN SIGNAGE** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **REPAINT HANDRAILS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **REPAIR/MAINTAIN BALUSTRADE & HANDRAIL FIXINGS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 20 years |  |  |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |

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| **MAINTAIN/REPLACE FLOOR TILES** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 10 years | |  | 🗹 | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | Observation | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | Residential Reports | | | | There are chipped and cracked tiles to the stairwell in some areas | | | | | | | | | | | |

TENNIS COURT

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MAINTAIN FENCING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN COURT** | | | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | | 2025 | 2026 | | 2027 | 2028 | | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | | | |
| 5 years | |  |  | |  | |  | 🗹 | |  |  | |  |  |  |  |  |  |  |  |  |
| ***Service/Routine Inspection History*** | | | | | | | | | | | | | | | | | | | | | |
| Date | Company | | | | | Type | | | Cost | | | Details | | | | | | | | | |
| 2020 | Unknown | | | | | Maintain tennis court | | | $11,669 | | | Identified in Sinking Fund (prepared July 18 2017) | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | | Observation | | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | Residential Reports | | | | | Water was holding to areas of the court surface, drainage maintenance is recommended | | | | | | | | | | | | |

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| **MAINTAIN LIGHTING** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  |  |  |  |  | 🗹 |  |  |  |  |  |  |  |

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| **MAINTAIN SIGNAGE** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |

WASHROOM/BATHROOMS

***Inspector:*** Residential Reports ***Inspection Type:*** Routine ***Frequency:*** Annual ***Last Inspection Date:*** 2/5/2022

***Next Inspection Date:*** 2/5/2023

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MAINTAIN/REPLACE TOILETS AND SINKS** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 5 years |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN/REPLACE TILES** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **MAINTAIN/REPLACE SUSPENDED CEILING/TILES** | | | | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | | 2022 | 2023 | | 2024 | 2025 | 2026 | | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | | | | |
| 15 years | |  |  | |  | 🗹 |  | |  |  |  |  |  |  |  |  |  |  |  |
| ***General observations during Maintenance Plan review*** | | | | | | | | | | | | | | | | | | | |
| Date | Type | | | Inspector | | | | Observation | | | | | | | | | | | |
| 2/5/2022 | Maintenance | | | Residential Reports | | | | There are some damaged ceiling tiles | | | | | | | | | | | |

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| **GARBAGE SHUTE– MAINTAIN/REPLACE SHUTE** | | | | | | | | | | | | | | | | |
| Estimated Service Lifespan | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 |
| *Forecast date where major refurbishment or replacement may be required for each particular asset or capital item. Where a Sinking Fund has been prepared, this information may represent forecasted expenditure where appropriate.* | | | | | | | | | | | | | | | | |
| 10 years |  |  |  |  | 🗹 |  |  |  |  |  |  |  |  |  |  |  |

## SCOPE & LIMITATIONS OF INSPECTION & MAINTENANCE PLAN

**Manner of Inspection**: visual only in normal lighting.

**REPORT PURPOSE**

The purpose of this report is to collate a comprehensive data file on the building as it exists on the day of inspection. A Maintenance Plan is designed to provide the Management Group with a road map that identifies common areas of the building that must be monitored and maintained by the Owners Corporation. Areas included will comprise elements such as (but not limited to) structures, equipment, fittings, furniture, security access, fire protection, fencing, gates, common area painting and pool safety.

**IMPORTANT – THIS IS NOT A COMPREHENSIVE CONDITION OR DEFECT REPORT**

This is not a comprehensive defect report. It is critical to understand that Residential Reports’ Inspectors are not experts on many of the building elements that form part of this plan and that our inspection was undertaken to create a datafile that will be subsequently used by external expert service providers during routine and safety inspections.

Any comments or observations made regarding defects or the condition of a building element are noted in this report *as a courtesy*. We are not required to report on defects and cannot guarantee or take responsibility for any or all defects that have or have not been identified. Inclusion of any observations is not confirmation that a comprehensive condition report has been supplied.

**THIS MAINTENANCE PLAN REQUIRES REVIEW PRIOR TO CIRCULATION**

Prior to circulation of this report, it is the responsibility of the Strata Management Group and the Executive Committee to review the plan and ensure all common area elements have been identified. Common area elements vary from building to building, in most cases our inspection is undertaken without the escort of a Building Manager, it is therefore dependant on the documentation that has been supplied to us and our own discretion, to determine elements on the block that should be appropriately included in a maintenance plan. This document must be carefully vetted prior to the implementation of routine and safety maintenance protocols and we are available to update or amend as required.

**REFERENCE TO STANDARDS**

Where Australian (or other) Standards have been referenced, these are subject to change or update and are simply used as a guide for the reader. When building elements are inspected and maintained by the industry expert during routine and safety inspections, they will subsequently confirm adherence to the relevant Standard.

**ESTIMATED SERVICE LIFESPAN**

We have arrived at Estimated Service Lifespans referenced in this document via (where available) industry research, expert building opinions, trade manuals, Australian Standards and experience. Our observations regarding the lifespan of a building element is subjective and in no way guarantees that the lifespan noted on the maintenance plan is definitive or without subject to change. We have not been supplied with comprehensive evidence of routine inspections and maintenance and are unable to predict incidents that may compromise the lifespan of the item, therefore, our recommendations should be used as a guide only. Our inspector has made an observation on the estimated year that major investment may be required for service, upgrade, repair or replacement of the building element. This is again a subjective observation and will be updated as subsequent routine and safety inspections are undertaken by the relevant expert. We cannot guarantee that the estimated year for capital expenditure is accurate and will be subject to change.

**INSPECTION FREQUENCY**

We have arrived at estimated inspection frequency based via (where available) industry research, expert building opinions, trade manuals, Australian Standards and experience. Our recommended inspection frequency should be cross referenced with the expert service provider for a particular building element and the expert technician’s advice should always be adhered to even if contrary to this document.

**NEXT INSPECTION DATE**

We work with the Strata Manager to estimate the next inspection date for each building element identified in this report. The date may be based on a past inspection (not previously conducted by our company) or we may provide a limited opinion on the next due date based on our observations on the day. Particularly where fire, pool and mechanical safety are of concern, the next date of inspection should be updated by the Strata Manager based on the most relevant past inspection on file.

**TESTING**

If our inspector has tested a building element during the preparation of this maintenance plan and subsequently made comment, we confirm that this is not a comprehensive test by an industry expert and should not replace the attendance of an appropriately qualified technician to determine the condition of the element. Any observations are made by us as a courtesy, we are not required to undertake testing and cannot guarantee or take responsibility for any or all defects that have or have not been identified.

## Safety & Reasonable Access

Australian Standard 4349.1 – 2007 3.2.2 The extent of accessible areas shall be determined by the inspector at the time of inspection, based on the conditions encountered at the time of inspection. The inspector shall also determine whether sufficient space is available to allow safe access. The inspection shall include only accessible areas and areas that are within the inspector’s line of sight and close enough to enable reasonable appraisal. The Australian Standard 4349.3 defines reasonable access as “areas where safe, unobstructed access is provided and the minimum clearances are available; or, where these clearances are not available, areas within the consultant’s unobstructed line of sight and within arm’s length. NOTE: Reasonable access does not include removing screws and bolts to access covers.”

*Reasonable access is determined in accordance with the provisions of the following WHS requirements*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Area*** | ***Access Manhole MM*** | ***Crawl Space MM*** | ***Height*** |
| *Subfloor* | *500 x 400* | *Vertical clearance -*  *Timber Floor: 400\**  *Concrete Floor: 500* |  |
| *Roof Interior* | *400 x 500* | *600 x 600* | *Accessible from a 3.6 m ladder* |
| *Roof Exterior* |  |  | *Accessible from a 3.6 m ladder* |

*\* To underside of bearer, joist or other obstruction to access.*

**Roof Cover Inspection -** Work Health and Safety requirements determine that an inspector accessing a roof cover must be protected by harnessed safety lines and or edge protection. These safety measures are not practical during a presale inspection, therefore, this report is restricted to a “top-of-ladder” inspection. This report is not a guarantee that defects and/or damage do not exist in any part of the property not specifically seen and described by the inspector. This report is not a warranty against problems that may develop in the future.

**Ceiling Cavity Inspection -** Work Health and Safety requirements determine that an inspector entering a ceiling cavity or similar space must have direct access to properly constructed walkways (sometimes referred to as catwalks) to eliminate the possibility of falling through the ceiling lining to the floor below, a fall that could result in serious injury. Generally, walkways are limited in a ceiling cavity so invariably sections of the roof structure will be inspected from a distance with the inherent limitations associated with limited access and often an impaired line-of-sight.

Safety requirements prevent the inspector from traversing a ceiling cavity where safety elements are not available This report is not a guarantee that defects and/or damage do not exist in in inaccessible areas.

**Work Health and Safety Act 2011 -** A non-residential building and the common property of some group residential buildings will fall within the definition of a workplace for the purposes of the Work Health and Safety Act 2011,

The owners of workplaces must ensure that:

* premises are safe and without risk
* plant and substances are used without risk
* workers are trained in WHS, are aware of their obligations and do, in fact, act in a safe manner

**Safe Working Temperatures for the Inspector -** When the temperature of a workspace (for example a ceiling cavity) exceeds the level considered to be safe according to WHS guidelines, the inspector will complete a risk assessment and the inspection will be limited accordingly. In the event that the inspector determines that the temperature exceeds safe working limits, generally, the inspection will be limited to the area immediately adjacent to the access for inspection.

This report is written solely for the use and benefit of:

1. **Strata Management Group Pty Ltd, representing the Owners Corporation for 2 Sample Street Canberra City**

This report is valid on the date of inspection.

**NO LIABILITY** or responsibility in contract or tort or statute is accepted to any **Other Party** who may rely on the report wholly or in part. Any **Other Party** acting or relying on this report, wholly or in part, does so at their own risk.

**NO LIABILITY** or responsibility will be accepted if the invoice for this report is not settled.

**NO LIABILITY** shall be accepted where documents supplied by external agencies, the client or their representative, have any omissions, errors or are incomplete, inaccurate or illegible.

The report is only an opinion of Residential Reports and is valid for one hundred and eighty (180) days from the date of inspection.

If it is claimed that there is any other omission relating to this report, Residential Reports must be notified in writing before **ANY** action is taken. **NO LIABILITY** shall be accepted where any costs (including for remedial action or professional advice) are incurred prior to Residential Reports receiving written notification.

This report supersedes any other report, verbal or written, given to you by this company in respect of this property. If you have questions or do not understand any part of this document and require clarification, please contact our inspector prior to acting on this report.

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