

Appendix 3 – Cleaning and Minor Maintenance Services

Scope - Owners Corporation 1

OC1 General Maintenance

- Clean driveways & remove oil stains from bitumen & concrete as required.
- Remove "For Sale" boards when required as per the Owners Corporation procedure.
- All required works to be carried out on public holidays - mainly rubbish bin collection & emergency calls (at no additional charge).
- Clean drains as required.
- Check garden lights and replace blown globes as required. Alter lighting timing seasonally.
- Clean fences and gates.
- Clean wooden seats.
- Note any maintenance faults and report them to the Building Manager.

OC1 Cleaning - Pools & Gymnasium Area

- Clean of glass and toilets daily.
- Clean showers daily.
- Vacuum flooring.
- Wipe clean all equipment daily.
- Check gymnasium toilet and air conditioning.
- Dust skirting boards fortnightly.
- Spot clean any marks on walls as required.
- Re-stock toiletries daily.
- Ensure equipment is serviced regularly or as required.
- Empty bins daily.
- Check and replace blown light bulbs daily.
- Wet mop tiled area daily.
- Wipe window ledges weekly.
- Report any damage to equipment or facility to the Building Manager.
- Check pool area for any faults.
- Check pool gates lock properly.
- Lubricate doors and gates.
- Remove cobwebs on fences and gates weekly.
- Pressure wash pool areas.

NOTE: All costs of equipment, gardening and cleaning materials (including chemical costs) are all paid directly by the service provider.