

Scope - Owners Corporation 2 and 3

Stairwells

- Vacuum & dust all stairwells twice weekly.
- Remove marks from walls & banisters where possible.
- Clean tiled areas at stairwell entrances.
- Clean tile grout.
- Remove insects from light fittings monthly.
- Remove cob webs from hard to reach places monthly.
- Clean entry door windows three times weekly & clean all entry windows fortnightly.
- Clean & scrub entry doors from car parks fortnightly.
- Check & change light globes weekly.
- Remove stains from carpets where possible or report to the Building Manager.
- Tighten door handles that work loose.
- Check door closers are operating correctly.

Car Parks

- Clean day to day rubbish bins in car parks.
- Sweep common areas in the car parks monthly.
- Clean & wash car park doors monthly.
- Check lights & replace blown globes three times a week.
- Remove oil stains where possible.
- Check security doors and report any problems to the Building Manager.
- Ensure that large amounts of rubbish are not stored in car parks.
- General surveillance of car park areas three times weekly for hard rubbish and other small miscellaneous items.

General

- Place bins & recyclables out on Thursday. Return and clean bins on Friday morning as required.
- Ensure garbage bins and storage areas are kept neat and tidy at all times.
- Note any maintenance faults and report to the Building Manager.
- Wipe letter boxes and remove excess junk mail.
- Purchase required light globes fortnightly.
- Check sump pumps.
- Check TV amps.
- Adjust timers.
- Clean mailboxes.
- Clean outside vents bi-monthly.
- Pressure wash pathways and front entries.
- Pressure wash garage doors every three months.
- Pressure wash bin areas twice yearly.
- Sweep bin areas weekly.
- Assist fire protection companies with maintenance & access to equipment in the buildings.
- Generally assist residents & guests with any problems they may have, including reporting serious problems to Building Manager.
- Ensure all rubbish receptacles are clearly labelled, and lids on bins are operating correctly.
- All required works are to be carried out on public holidays - mainly rubbish bin collection & emergency calls (at no additional charge).
- Check surveillance camera system for faults weekly.

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