

## **Scope - Owners Corporation 4 and 5**

### **Foyer Entrances**

- Vacuum foyer's twice daily.
- Remove marks from walls where possible.
- Clean tiled areas at foyer entries.
- Clean tile grout.
- Remove insects from light fittings monthly.
- Remove cob webs from hard to reach places monthly.
- Clean entry door windows daily.
- Clean & scrub entry doors for car parks.
- Check & change light globes daily.
- Remove stains from carpet where possible or report to the Building Manager.
- Tighten door handles that work loose.
- Check door closers are operating correctly.
- Clean mirrors, furniture and ornaments weekly.
- Clean lift floor twice daily.
- Polish stainless steel lift doors daily.
- Clean lift mirrors daily.
- Strip / buff tiles monthly.

### **Upper Level Areas**

- Vacuum all levels twice weekly.
- Check lights & replace blown globes as required.
- Remove stains from carpet where possible or report to the Building Manager.
- Remove marks from walls where possible.
- Clean mirrors, furniture and ornaments weekly.
- Remove cob webs from hard to reach places monthly.
- Clean rubbish bin chute doors and floors weekly.

### **Fire Escapes**

- Check lights & replace blown globes weekly.
- Clean hand rails weekly.
- Vacuum fire escape stairwell's monthly.
- Clean entry doors monthly.
- Report any stored equipment to Building Manager.

### **Car Park**

- Clean day to day rubbish in car park.
- Sweep common areas in the car park monthly.
- Check lights & replace blown globes three times weekly.
- Remove oil stains where possible.
- Maintain security doors where possible or report to Building Manager.
- Ensure that large amounts of rubbish are not stored in car parks.
- Report any stored equipment to Building Manager.

### **General**

- Place bins & recyclables out on Thursday. Return and clean bins on Friday morning as required.

- Ensure that garbage bins and storage areas are kept neat and tidy during the week.
- Note any maintenance faults and report to Building Manager.
- Purchase required light globes fortnightly.
- Check sump pumps.
- Check TV amps.
- Adjust timers.
- Clean mailboxes.
- Clean outside vents bi-monthly.
- Pressure wash garage doors every three months.
- Pressure wash pathways and front entries.
- Sweep bin rooms twice weekly and scrub.
- Check car park exhausts.
- Assist fire protection people in maintenance & access of equipment around the building.
- Weekly check of common hot water services.
- Generally assist residents & guests with any problems that they have, including reporting of any serious problems to Building Manager.
- Ensure all rubbish receptacles are clearly labelled, and lids on bins are operating correctly.
- All required works are carried out on public holidays - mainly rubbish bin collection & emergency calls (at no additional charge).
- Check surveillance camera system for faults weekly.
- Put up lift covers as required during residents moving in/out.

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