**Building Maintenance Responsibilities**

The day-to-day operation of several Council buildings is under the care and control of Community Committees. These Committees are responsible for general maintenance and repair tasks.

The following table shows where responsibility rests for building maintenance:

|  |  |
| --- | --- |
| **DESCRIPTION** | **RESPONSIBILITY**  |
| Carpet cleaning | Committee |
| Fan Cleaning | Committee |
| Internal walls and ceiling cleaning | Committee |
| Light bulbs / tubes (indoor and outdoor) | Committee |
| Marking and remarking of sports courts | Committee |
| Repair and replacement of tennis court net | Committee |
| Replacement of stove and oven elements | Committee |
| Tap washers and toilet cistern washers | Committee |
| Window cleaning | Committee |
| Cleaning leaf matter | Committee |
| General housekeeping | Committee |
| Maintenance of air conditioning system | Committee |
| Maintenance of doorknobs, locks and fittings  | Committee |
| Maintenance of emergency exit doors | Council |
| Maintenance of fire extinguishers  | Council |
| Maintenance of scheduled lawns and gardens  | Committee |
| Maintenance of toilet hygiene facilities | Committee |
| Exterior and internal painting  | Committee |
| Replacement of floor coverings  | Committee |
| Replacement of light fittings, switches and power outlets | Committee |
| Replacement of stove | Committee |
| Resurfacing sports courts | Committee |
| Exterior paving | Committee |
| Repair and replacement of boundary fences | Council |
| Repair and replacement of hot water system | Committee |
| Repair and replacement of roofing, gutters and downpipes | Committee |
| Repair electrical service and circuits | Committee |
| Repair of sports court surface | Committee |
| Repair of tennis court surface | Committee |
| Water, sewerage and stormwater services  | Council |
| Window and door assemblies | Committee |
| Damage to internal structure and fittings, including windows – break and enter only | Council (insurance) |
| Damage to internal structure and fittings, including windows – except break and enter  | Committee / Council (insurance) |
| Removal of external graffiti | Council |
| Removal of internal graffiti | Committee |

**Note:** Community Committees of Council are responsible for the maintenance and repair of all fittings and consumables, and for accidental breakages.