



Building Maintenance Responsibilities:

This schedule outlines the particular responsibilities of Council and the Lessee, and must be read in conjunction with the Lease.

Note: Building/Playing Fields - If installed by the Lessee, Fixtures & Fittings are the Lessee's responsibility

All requirements for the Council to undertake repairs and maintenance will be determined by the Council in its absolute discretion.

1. Building - External:

	Lessee	Council
Doors/locking mechanisms	<ul style="list-style-type: none"> minor adjustments to make openable key replacement (NB - Council master key system - locks not to be altered). no additional locks, padlocks, slide bolts are to be installed by the Lessee without the Council's prior consent. notify the Council of requirements for repairs to and replacements of door locks. 	<ul style="list-style-type: none"> keep doors operational - repair (e.g. if door off hinge/broken lock) repair/replace locks, door coverings Council will supply the Lessee with a certain number of keys for the facility as determined by the Council (which will not be less than two). Any additional keys required by the Lessee will be at a cost to the Lessee. All keys must be registered in Council's key management system.
Gas bottles	<ul style="list-style-type: none"> store all gas bottles in an external caged area in accordance with all Statutory Requirements. 	<ul style="list-style-type: none"> install caged area where necessary and maintain structural stability - replace/repair/repaint in accordance with Council's Asset Management Plan Responsible for inspection and maintenance to fixed gas fixtures, connections to ensure compliance
Paint finishes	<ul style="list-style-type: none"> touch up where damaged 	<ul style="list-style-type: none"> repaint as required
Pest control	<ul style="list-style-type: none"> responsible for all pest control excluding termite control 	<ul style="list-style-type: none"> responsible for termite control
Roof & guttering	<ul style="list-style-type: none"> nil responsibility 	<ul style="list-style-type: none"> repair/replace roof covering

		<ul style="list-style-type: none"> and guttering as required • repair roof leaks as required • Council to clean guttering and keep free of debris and will recover all such costs from the Lessee
Security lights	<ul style="list-style-type: none"> • maintain • replace globes 	<ul style="list-style-type: none"> • replace fixture as required
Signs	<ul style="list-style-type: none"> • maintain in accordance with clause 8.7 	<ul style="list-style-type: none"> • nil
Stairwells/staircase	<ul style="list-style-type: none"> • keep free of debris • keep access/egress areas clear 	<ul style="list-style-type: none"> • repair/replace, e.g. balustrades, treads, risers and landings as required
Stormwater system	<ul style="list-style-type: none"> • nil responsibility 	<ul style="list-style-type: none"> • maintain/repair/replace as required
Walls	<ul style="list-style-type: none"> • remove graffiti that arises from a negligent act or omission of the Lessee to a standard specified by Council • wash/clean periodically • repair all damage (including painting, etc.) caused by the Lessee's invitees and visitors 	<ul style="list-style-type: none"> • maintain structural stability - replace/repair/repaint in accordance with Council's Asset Management Plan • remove graffiti • replace/repair/repaint any damage to the premises resulting for any action as outlined in Clause 13.7 – Defined Events
Windows	<ul style="list-style-type: none"> • clean glazing • replace glazing (if damaged by the Lessee or its invitees or visitors) 	<ul style="list-style-type: none"> • repair/replace frames and opening/closing mechanism as required • repairs required to remedy damage caused by vandalism that is not otherwise the Lessee's responsibility • replace/repair/repaint any damage to the premises resulting for any action as outlined in Clause 13.7 – Defined Events

2. Building - Internal:

	Lessee	Council
Air conditioning units/thermostats (bought by community groups or Council - addition to building)	<ul style="list-style-type: none"> • nil responsibility 	<ul style="list-style-type: none"> • as required by clause 7.7.

2. Building - Internal:

	Lessee	Council
Carpets	<ul style="list-style-type: none"> regularly clean - removal of all stains 	<ul style="list-style-type: none"> repair/replace to appropriate finish at end of serviceable life
Ceilings	<ul style="list-style-type: none"> regularly clean keep free from cobwebs etc. 	<ul style="list-style-type: none"> repair, e.g. roof leaks/replace as required repaint as required
Commercial Grade Deep Fryers	<ul style="list-style-type: none"> clean and maintain deep fryers installed by the Lessee dispose of waste in compliance with SA Water and all other relevant Regulations 	<ul style="list-style-type: none"> maintain deep fryers installed by Council Council will replace at end of serviceable life
Dishwashers	<ul style="list-style-type: none"> Lessee is responsible for all cleanliness and general maintenance, repair and or replacement of any dishwasher installed. Lessee assumes all responsibility for any damages sustained as a result of faults and/or maintenance of the dishwasher 	<ul style="list-style-type: none"> nil responsibility
Drainage piping	<ul style="list-style-type: none"> keep free from blockages by ensuring no foreign materials are placed down the drains 	<ul style="list-style-type: none"> Council will maintain and should the cause of any blockage be as a result of a negligent or deliberate act or omission of the Lessee the Council's maintenance and repair costs will be recovered from the Lessee
Electrical services – switchboards, distribution boards, power/lighting circuits	<ul style="list-style-type: none"> no access to switchboard by the lessee 	<ul style="list-style-type: none"> total responsibility
Fixed Cool Rooms and Fixed Heaters	<ul style="list-style-type: none"> regularly clean keep free of mould and grime 	<ul style="list-style-type: none"> Council is responsible for the ongoing maintenance/ repair/replacement of heater and/or cool rooms under the "Cool Rooms" definition.
Fire extinguishers & Exit Light	<ul style="list-style-type: none"> nil responsibility 	<ul style="list-style-type: none"> Council will maintain and recover all costs from the Lessee in accordance with clause 8.14

2. Building - Internal:

	Lessee	Council
Grease Trap	<ul style="list-style-type: none"> • Lessee responsible to clean, empty grease trap & provide Council with evidence of maintenance • Lessee responsible to pay annual SA Water audit charges associated with grease traps 	<ul style="list-style-type: none"> • responsible to maintain/repair and replace structure as required
Hot water system/Cold water system	<ul style="list-style-type: none"> • nil responsibility 	<ul style="list-style-type: none"> • total responsibility
Internal walls	<ul style="list-style-type: none"> • clean • keep free of mould/grime 	<ul style="list-style-type: none"> • repair cracking/repaint/replace as required
Lighting	<ul style="list-style-type: none"> • replace 'standard' globes • replace fluoro ballasts • replace diffusers • all reasonable care to welfare and safety should be taken by the Lessee. A qualified electrician is to be used in the event of uncertainty 	<ul style="list-style-type: none"> • repair/replace - wiring connections as required • replace fitting at end of life
Loose furniture, e.g. freestanding cupboards, curtains, chairs, etc.	<ul style="list-style-type: none"> • total maintenance responsibility 	<ul style="list-style-type: none"> • nil responsibility
Miscellaneous equipment (installed by the Lessee)	<ul style="list-style-type: none"> • total maintenance responsibility • permission must be obtained from Council prior to any miscellaneous equipment being installed in the premises 	<ul style="list-style-type: none"> • nil responsibility
Pest Control	<ul style="list-style-type: none"> • responsible for all pest control excluding termite control 	<ul style="list-style-type: none"> • responsible for termite control
Range hood/extractor fan/exhaust canopy	<ul style="list-style-type: none"> • Lessee responsible to keep clean and replace filters 	<ul style="list-style-type: none"> • responsible to maintain/repair and replace structure as required
Security Alarms	<ul style="list-style-type: none"> • supply codes to the Council • full responsibility for service and maintenance 	<ul style="list-style-type: none"> • nil responsibility

2. Building - Internal:

	Lessee	Council
Smoke detectors	<ul style="list-style-type: none"> • nil responsibility for installation • full responsibility for maintenance (i.e. lessee responsible to replace batteries on an annual basis) 	<ul style="list-style-type: none"> • total responsibility for installation only
Stairwells, staircases	<ul style="list-style-type: none"> • regularly clean • keep free from debris/cobwebs 	<ul style="list-style-type: none"> • repair/replace, e.g. balustrades, treads, risers and landings as required
Stoves: hardwired/gas	<ul style="list-style-type: none"> • total responsibility 	<ul style="list-style-type: none"> • nil responsibility for maintenance • Council will replace if end of serviceable life
Telecommunications - phone/PABX systems	<ul style="list-style-type: none"> • total responsibility 	<ul style="list-style-type: none"> • nil responsibility
Vinyl/concrete/tiled/other floors	<ul style="list-style-type: none"> • regularly clean • if applicable, polish floors at least once per year 	<ul style="list-style-type: none"> • repair/replace to appropriate finish as required
Water/waste services - associated fittings	<ul style="list-style-type: none"> • clean fittings, e.g. taps, toilets, sinks 	<ul style="list-style-type: none"> • repair/replace, e.g. tap ware, sinks, drains, toilets as required • Replace washers

3. Playing Surfaces:

	Lessee	Council
Athletics (long jump pits, discuss cages etc.)	<ul style="list-style-type: none"> • nil responsibility 	<ul style="list-style-type: none"> • full responsibility
Construction of Concrete Pitches	<ul style="list-style-type: none"> • nil responsibility 	<ul style="list-style-type: none"> • full responsibility
Covering or uncovering hard wickets	<ul style="list-style-type: none"> • nil responsibility 	<ul style="list-style-type: none"> • once only at beginning and end of each cricket season (twice per year) • where the Lessee has any special requests for additional work from the Council, the Lessee is responsible for all costs associated with that request
Floodlighting / Sports Field Lighting	<ul style="list-style-type: none"> • nil responsibility 	<p>Council has full responsibility including but not limited to:</p> <ul style="list-style-type: none"> • maintain structure, wiring and switch gear and ensure that the service supply and switchboard to the Building is capable of carrying the loadings; • replace all globes; and • replace due to expired serviceable life in accordance with Council's lighting program.
Goal posts (soccer/football/ netball) permanently fixed for the season	<ul style="list-style-type: none"> • nil responsibility for permanent goals • if new permanent goals are required due to club growth, the lessee may purchase and install new goals at its cost (subject to any approvals of Council required by the Lease). Any new goals once installed will become a Council asset and the Council will maintain from that point on 	<ul style="list-style-type: none"> • responsible for maintenance of all existing permanent goals • Council will only replace due to expired serviceable life • goals will be fixed in place for the season

3. Playing Surfaces:

	Lessee	Council
Improvements, coaches boxes etc.	<ul style="list-style-type: none"> • minor maintenance – including, but not limited to; patch painting and keeping all surfaces clean and free of debris 	<ul style="list-style-type: none"> • full structure responsibility
Line-marking hard courts	<ul style="list-style-type: none"> • Lessee responsibility 	<ul style="list-style-type: none"> • Council will carry out if requested by the Lessee at the Lessee's cost
Line-marking ovals	<ul style="list-style-type: none"> • full responsibility using only water based acrylic paint or similar. Chemicals or other agents that damage the turf are not permitted. Any damage caused to the reserve as a result of the Lessee using chemicals or other agents will be repaired by Council and the costs for any such repairs will be sent to the Lessee for reimbursement. • Lessee is responsible to ensure that all lines marked and boundary lines are within the permitted guidelines and comply with Australian Standards 	<ul style="list-style-type: none"> • nil responsibility
Permanent Fencing & Nets (i.e. chain mesh fencing)	<ul style="list-style-type: none"> • nil responsibility 	<ul style="list-style-type: none"> • full responsibility
Scoreboards	<ul style="list-style-type: none"> • full responsibility for installation and maintenance, including removal of graffiti 	<ul style="list-style-type: none"> • nil responsibility
Storage	<ul style="list-style-type: none"> • full responsibility. No storage of goods or equipment is allowed in front of exit doors, switchboard, fire extinguishers, toilet or change room facilities. All gas bottles are to be stored externally in a lockable cage as per legislation and in accordance with clause 8.13. 	<ul style="list-style-type: none"> • nil responsibility
Temporary fencing & Nets (i.e. tennis nets, cricket netting)	<ul style="list-style-type: none"> • full responsibility 	<ul style="list-style-type: none"> • nil responsibility

3. Playing Surfaces:

	Lessee	Council
Temporary goals	<ul style="list-style-type: none">• full responsibility for all temporary/portable goals including correct application of netting and storage of goals in accordance with the relevant Australian Standards	<ul style="list-style-type: none">• nil responsibility
Turf wickets	<ul style="list-style-type: none">• repair, maintain and replace	<ul style="list-style-type: none">• nil responsibility

Permission to undertake works on council land:

If the club would like to undertake any works on the building (internal or external) or the licenced playing field, a proposal to undertake works on Council land form will need to be submitted. Included in this proposal is the initial scope of works and any considerations council may need to be aware of. This is submitted to Sports leasing Sportsleasing@salisbury.sa.gov.au who will consult all internal stakeholders before a decision is made. Council confirmation is required before any works commence.

Printable version of this form can be found here [Proposal to Undertake Works on Council Land Form](#)