

MALO

BROADBEACH

Maintenance Schedule

It is imperative that a regular cleaning and maintenance program is followed to maintain not only the appearance and value of the development but also the validity of warranties.

To assist in the development of the apartments maintenance programme, we have prepared the enclosed "Maintenance Schedule for MALO" and "Apartment Maintenance Record Sheet".

The Apartment Maintenance Schedule is a summary of all the maintenance and cleaning requirements detailed in this manual, subcontractor's manuals, and the manufacturer's manuals.

When cleaning and maintaining the equipment and finishes in the apartment it is essential all the directions in subcontractors and manufacturers manuals are followed and where appropriate the works are carried out by qualified trades people.

Additionally, when maintaining areas at heights ensure safe access is provided. If there is a danger of a fall or injury, contact the Building Manager or Strata Manager so that they can give advice or arrange for the appropriate professionals to complete the maintenance activity.

To demonstrate an adequate maintenance program is being implemented, it is important to document the maintenance activities completed. To assist in this process we have enclosed the Apartment Maintenance Record Sheet.



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| Trade | Description | Frequency | Carried out by |
|-----------------------|---|-----------|--------------------------------|
| Painting | Fill cracks and repaint | 3 years | Occupant |
| Door hardware (locks) | Wipe down and remove all dirt, grime and other contaminates, then lightly lubricate locking mechanism and other moving parts with a silicone spray, wiping off excess lubricant | Annually | Occupant |
| Doors | Seal / paint top and bottom of wet area doors | 3 yearly | Occupant |
| Doors | Check hinges, door furniture for correct operation, tightness, lightly lubricate and rectify where required | Annually | Occupant |
| Hydraulic-Stormwater | Check and remove silt and debris from balcony drain point | Annually | Occupant |
| Hydraulic - Sewer | Clean all traps under sinks and basins of debris | Annually | Occupant |
| Hydraulic - Sewer | Check all pipes for firm connection and leaks and make good as required | 6 monthly | Occupant |
| Hydraulic- cold water | Check for leaks in taps, valves, cisterns, cocks etc and other obvious faults with pipe work, rectify as required | 6 monthly | Plumber |
| Hydraulic- hot water | Inspect and check hot water system pipe work, valves, and traps | 6 monthly | Plumber |
| Sanitary Appliances | Tighten holding bolts and hinges on toilet seats, check for leaks and correct operation of cistern | Annually | Occupant |
| Balustrades | Thorough cleaning of aluminum to prevent surface contamination build up | Quarterly | Occupant |
| Mechanical | Test and clean condensate tray and drain (rectify any lockages or water leaks) | 3 monthly | Mechanical services technician |
| Mechanical | Check for wear and tear and for excessive vibration and noise, Clean foils, fan blades and air filters, Report on general condition of equipment | Annually | Mechanical services technician |
| Joinery | Inspect, lubricate, and adjust to align joinery door handles, hinges, draw runners and integrated panels | 6 monthly | Occupant |
| Appliances | Prior to first use of the dishwasher follow the preparation for use guidelines | First Use | Occupant |
| Appliances | Inspect and clean the dishwasher filter and arms | Quarterly | Occupant |
| Appliances | Read operating instructions prior to first use | First use | Occupant |

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| Trade | Description | Frequency | Carried out by |
|----------------------------|--|--------------|----------------|
| Appliances | Clean and maintain the appliance as per the manufacturer's guidelines | As specified | Occupant |
| Appliances | Inspect and clean range hood filters | Monthly | Occupant |
| Shower screens and mirrors | Clean shower screens and mirrors, check for any cracks or chips | Fortnightly | Occupant |
| Shower screens | Check hinge screws are tight | Annually | Occupant |
| Windows | Clean powder coated aluminium internally and externally | 3 monthly | Occupant |
| Windows | Inspection and lubrication of window / door hardware and weather seals | 6 monthly | Occupant |
| Windows | Visual inspection externally and internally of windows and doors, including glass, aluminium, and surface coatings to identify abnormalities or damage. Repair / replace as necessary. | 6 monthly | Occupant |
| Windows | Clean out and Flush all window and sliding door weepholes. | 6 monthly | Occupant |
| Electrical | Clean light fittings internally and externally after switching off the power at the apartment switchboard | Annually | Occupant |
| Electrical | Clean light fittings externally after switching off the power at the apartment switchboard | Quarterly | Occupant |
| Electrical | Replace light bulbs after switching off the power at the apartment switchboard | As required | Occupant |
| Electrical | Testing of safety switches earth leakage tripping mechanism | Monthly | Electrician |
| Electrical | Inspection of the apartment smoke detector and clean sensor | Quarterly | Electrician |
| Carpet | Regular cleaning of carpet (vacuuming) | Daily | Occupant |
| Carpet | Cleaning of spills on carpet | Immediately | Occupant |
| Carpet | Wet cleaning of carpet to remove soiling not removed in daily maintenance | Annually | Occupant |
| Carpet | Replace carpet in the apartment | 5 – 10 year | Occupant |
| Stone | Regular cleaning of all stone surfaces | Weekly | Occupant |
| Stone | Cleaning of spills on stone | Immediately | Occupant |
| Tiles | Check all grout and caulked joints for any grime, contaminants, damage or missing grout and or caulking. Clean and repair as necessary | Annually | Occupant |

