

STATEMENT OF REQUIREMENTS

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1. OVERVIEW

1.1. Residential Preventive Maintenance Service Statement of Requirements

Term	Period of agreement will be from 1 November 2017 for three years with option to extend for one year.
Services	The required services are set out in the Statement of Requirements (SOR). The Contractor must provide these services in accordance with the performance standards specified in the SOR.
Goods	N/A
Estimated Value	The estimated value of this agreement is approximately Php 10 Million to Php12 Million inclusive of ad hoc repair calls, emergency maintenance and repairs, and preventive maintenance services. <u>This value is indicative only and is not a guaranteed value of the agreement.</u>
Charges:	Please complete Annexure C with your quoted charges. Please quote per unit, per house or per labour hours. The quote should be all inclusive of any operating costs including salaries, allowances and benefits to your employees, transportation cost, insurance premiums, and other costs. Costs must include the cost of providing personnel protective equipment as needed for the service rendered. This is a zero volume guaranteed agreement .
Specified Personnel:	The Contractor must provide the required personnel as stipulated in Statement of Requirements (SOR). The services must be provided with adequate manpower complement as per (SOR). Personnel assigned to provide the services must have the suitable qualification, training, education, experience and skill to perform the services in such a way that they meet or exceed the Service Levels. The Contractor must have the authorisation from the Department of Labour and Employment (DOLE) to employ these personnel to provide contracting services and must submit a copy of the valid certification including compliance with relevant DOLE Regulations. This certification must be valid at all times. Should the Contractor decide to obtain the services of sub-contractors, you shall ensure these sub-contractors are qualified to provide the services. You shall however continue to be bound to be accountable for any

	damages brought upon by your sub-contractors. The sub-contractors must also be compliant with relevant DOLE Regulations or certified to undertake contracting services. The Sub-Contractor must submit a copy of their DOLE Certification. In addition, they must not have a pending labour dispute case filed with the DOLE. All personnel must be paid at the very least in accordance with local labour law and shall be accorded with all the mandated benefits, holiday and overtime pay. The Contractor may be required to submit a copy of the pay slips of these personnel to show proof of your compliance of these requirements. <u>Child Protection</u> Please note the services provided may involve personnel working in the vicinity of children. Quotes to be submitted need to give consideration as to how they adhere to DFAT's commitment to child safeguards through DFAT's Child Protection Policy and are required to acknowledge that they have read and understand the attached Child Protection Policy Annex F.
Insurance:	Public liability: At least \$1 million per event, unlimited in aggregate. Property damage: At least \$1 million per event, unlimited in aggregate. Professional indemnity: \$1 million per event unlimited in aggregate. Workers compensation: as required by local law. Accident Insurance and health maintenance insurance for all assigned personnel.
Other:	The Contractor must, and must ensure that their personnel, comply with the attached statement of requirements and contract of service.
Documents	Please submit the following documents: The Contractor as part of the quote submission must submit the following: - A valid Certificate of Registration from the Department of Labor and Employment as an independent contractor - Articles of Incorporation - Business Permits or License. - Mayor's Permit - Occupational Safety and Health Registration - Bureau Internal Revenue (BIR) Registration

	g. Social Security System (SSS) Registration with 2017 remittance report h. PhilHealth Registration and 2017 remittance report i. Pag-Ibig Registration and 2017 remittance report j. Latest Audited Financial Statements k. Copy of Insurance Cover
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2. GENERAL

2.1. Purpose

The purpose of this statement of requirements is to obtain the services of a suitably qualified and experienced organisation to provide preventative maintenance services and minor repairs to residential properties occupied by the Commonwealth of Australia, represented by the Australian Embassy in the Philippines.

3. SERVICES

3.1.1 The Commonwealth requires a Contractor with the demonstrated capability and capacity to provide:

- a. preventative maintenance;
- b. emergency repairs;
- c. minor maintenance; and
- d. inspections of residences.

3.1.2 Annexure A provides an indicative list of properties and equipment requiring maintenance and repair. The Australian Embassy may remove or add residences and/or equipment as a result in changes in residential accommodation of its Australia-based staff. This may include all equipment and/or items, which may hereafter be located or installed for residential use in residences occupied by Australia-Based staff.

3.1.3 The Contractor must provide the following items to their maintenance crews:

- a. Appropriate tools, equipment and tools.
- b. Transportation – as a minimum a full time maintenance van is assigned to the account of the Australian Embassy. To ensure timely service and access to the Villages there must be a dedicated transportation for the crew.
- c. Equipment and devices necessary to attain a reasonable degree of precision and quality of services.
- d. Personal protective equipment must be provided to maintenance/repair staff as needed.

3.1.4 The Contractor must offer a service hotline for emergency services which should be contactable 24 hours a day and 7 days a week including holidays and weekends.

3.2. Preventative Maintenance

- 3.2.1 Table 1 (Preventive Maintenance Services) below outlines preventative maintenance required by the Commonwealth. Preventative maintenance must be undertaken in accordance with the checklist of tasks to be completed for every period.
- 3.2.2 Checklists of tasks are provided in Annexure B, which includes detailed tasks of each preventive maintenance work and their frequency.
- 3.2.3 For every preventive maintenance service, the Contractor is required to complete the checklist in Annexure B and submit copies to the Australian Embassy office within three days after the provision of the service.
- 3.2.4 As part of this contract, preventive maintenance schedule and cost for each month or quarter will be inclusive of minor repairs on plumbing, carpentry, electrical etc. rendered during the preventive maintenance schedule. The Contractor must provide sufficient Personnel to undertake these repairs during the maintenance schedule.

Table 1: Preventative Maintenance Services

Preventative Maintenance Required	Frequency	Applicable residences
Generator and Automatic Transfer Switch, Fuel Day Tank	As defined in Annexure B, tasks are to be completed Monthly, Quarterly, Biannual, Annual and on an Ad Hoc Basis.	Houses (excluding Ambassador Residence)
Electrical System (Outlets, distribution board, main panel and lighting)	As defined in Annexure B, tasks are to be completed Monthly and on an Ad Hoc Basis	Houses (excluding Ambassador Residence)
Water Heater Test	As defined in Annexure B.	Houses and Apartments
Cold Water Booster Pump	Ad hoc repairs	Houses
Appliance Checks	As defined in Annexure B Annually.	Houses and Apartments
Air Conditioning Units	As defined in Annexure B, tasks are to be completed Monthly, Quarterly, Biannual, Annual and on an Ad Hoc Basis	Houses (excluding Ambassador Residence)
Ventilation and Exhaust System	Ad hoc repairs	Apartments and Houses
Plumbing and fixtures	Quarterly for leaking taps, loose connections and on an ad hoc basis	All leased residences,
Drain lines and storm drain lines; drainage systems	As per Annexure B Quarterly – January to May, Monthly June to December and on an ad hoc basis	All leased residences,
Water Tank Cleaning	As defined in Annexure B	All leased residences.
Pool pump and associated equipment	Ad hoc repairs	All residences, except Ambassador's residence
Pest control except termites	Monthly for Houses, and Apartments on an ad hoc basis	Houses for monthly, Apartments on ad hoc basis.
Building inspection	As defined in Annexure D. Upon new lease or renewal of leases	All residences. Refer to Annexure D for the scope of work.
Emergency Response (Eg. Community wide floods, typhoons, etc)	As needed	Leased Houses.
Carpentry Works/Civil Works	As needed	

3.3. Minor Repairs

- 3.3.1 The Contractor is required to undertake minor repairs and non-routine maintenance based on logged requests from occupants of the residences on an ad hoc basis. Minor or emergency repairs may include carpentry, plumbing and civil works including, but not limited to equipment covered in the preventative maintenance program.
- 3.3.2 Prior approval is not required for ad hoc repairs costed up to Php 5,000. Works costing more than Php 5,000 must have prior approval before proceeding.
- 3.3.3 The Contractor is required to prioritise repairs and non-routine maintenance requests and respond within specified timeframes as outlined in table 2. The Contractor is required to obtain a priority level from the occupant for every service logged.

Table 2: Priority Categories and Response Times

Priority	Definition	Response Time
Emergency	All faults considered Critical or relating to Safety issues such as: - Severe flooding due to burst main pipes. - Disruption of power supply due to blown fuse or damaged electrical wirings.	Less than 2 hours
Urgent	Matters identified as urgent and agreed at the time of reporting. Includes items such as: - air conditioning breakdown - electrical and plumbing faults.	Less than 24 hours
Routine	Items not of immediate concern to be actioned within 24 hours or longer as agreed at the time of reporting. This will depend on lead times and difficulty in arranging an appropriate contractor. Includes such items as: - General repairs and maintenance - Replacement of light globes and tubes.	Within 2 to 3 business days. This may also be done during preventive maintenance schedule subject to agreement of occupants.
Completion	All repairs should be resolved no later than 15 days.	

3.4. Comprehensive Building Inspection of Residences

- 3.4.1 The Contractor is required to complete comprehensive inspections of residences designated for leasing by the Australian Embassy in the event a new accommodation will be leased or the lease of an existing accommodation will be renewed for more than a year. Refer to Annexure D for the scope of the inspection and expected report template to be completed. Please note requirement to submit detailed photos of property inspected. Personnel completing the report must have the qualification to undertake the required inspection. Cost for this inspection should be indicated on a per square meter to be applied to the gross area of the apartment or house. It should include the cost of inspecting the common areas for high-rise accommodations and outdoor areas for houses.

3.5. On Call Response Team for Community Wide Emergencies

- 3.5.1 The Contractor is required to have an On Call Emergency Response Team, who will complete the following activities in the event of community wide emergency such as severe weather conditions:
- a. Undertake preventative activities to ensure that residences are equipped to withstand a community wide emergency, for example, preparation and maintenance to address the impact of severe weather conditions.
 - b. Ensure Emergency Back-Up teams are in place in your designated office from the time designated by the Australian Embassy, until all essential services are restored to affected residences. The Australian Embassy will meet associated costs with Emergency Back-Up teams on a per hour per labour basis plus cost of materials to undertake repair works and cost of mobilization. This is limited to the maximum amount of this agreement. The cost will be based on ad hoc rate of per labour hour.
 - c. Once the emergency has passed, the Back-Up Team is required to check leased houses to ensure that essential services are restored, damages are identified, hazards are mitigated or removed and necessary and urgent repairs are undertaken. Assistance to leased apartments will be on an ad hoc basis.
 - d. The contractor is required provide status update to the designated Embassy Emergency Coordinator on as needed basis. 48 hours after the emergency has passed, the Contractor must submit a written status report detailing the condition of residences upon inspection, identified damages, repairs undertaken and further repairs required. Report must be submitted to the Property Services Manager of the Australian Embassy.

4. CONTRACTOR PERSONNEL

- 4.1.1 The contractor is required to provide at a minimum experienced and qualified personnel outlined in Table 3 below (**Required Contractor Personnel**)

Table 3: Required Contractor Personnel

Contractor Personnel	Role
Senior Maintenance Supervisor	Supervises all high risk and medium to complex preventative and ad hoc repair works. The senior maintenance supervisor will accompany technicians during the delivery of service and will ensure that the quality of repairs/maintenance meet the standards set out in the contract. Risk levels are defined by Work Health and Safety risk levels of the Embassy (Refer to Annexure F).
Service Desk Officer	Coordinates the schedule of works, logged, tracks & closes logged services in the database, send updates and notice of completion to clients, provides billing and sales invoice information and coordinate outstanding sales invoices. The officer shall be located within the Australian Embassy Manila full time from 8am to 430pm Mondays to Fridays provided the Embassy is open for business.
Licenced Electrician	At least one licenced electrician must be available to undertake electrical works and/or certify electrical works as compliant.
Technicians	Undertake various repairs and preventative maintenance works as required. These technicians must have qualifications and experience to complete electric, plumbing, air conditioning, generator and civil works.

4.1.2 The Contractor must provide relief staff in the event that any of the personnel specified in Table 3 are on leave or absent from work. Relief staff must have the appropriate security clearance prior to being assigned to the Australian Embassy and leased residences.

4.1.3 The Contractor must have a sufficient pool of on call staff to respond to ad hoc requests for repairs within the response times outlined in Table 2.

4.2. Security Clearance

4.2.1 The Contractor's staff must submit the following documents upon the commencement of this contract or upon commencement of staff to the Australian Embassy account.

- a. Valid National Bureau of Investigation Clearance
- b. Valid Police Clearance
- c. Barangay Certificate
- d. Copy of a valid identification with photos (company identification, postal or passport)
- e. Passport size photo.

f. Medical Certificate of Good Health.

4.2.2 Personnel assigned to the Australian Embassy Chancery shall undergo security probity checks as required by the Australian Embassy.

5. QUALITY OF SERVICE AND SERVICE LEVEL STANDARDS

5.1.1 All services on an Australia-based Residence must be completed in accordance with the specifications, manuals and operating procedures of such equipment and adherence to such equipment's manufacturer's standards and relevant Australian Standards.

5.1.2 The Contractor must undertake necessary or appropriate safety precautions in compliance with health and safety practices, laws and implementing rules and regulations.

5.1.3 The Contractor must be responsible for any accident, death and/or third party liability and property damages attributable to you and your personnel, your contractor has and sub contractors' acts or omissions, fault or negligence that may occur on site during the performance of the Services. Comply with work, health and safety and security instructions.

5.1.4 The Contractor must provide all necessary resources and facilities to maintain a clean and safe working environment.

5.1.5 Materials provided by the Contractor must be of good quality and condition prior to installation. If the material is found to be defective, the Australian Embassy shall have the option to replace such material at cost of borne by the Contractor or to demand replacement from the Contractor. Warranties from manufacturers must be applied to this agreement.

5.2. Warranty on Services

5.2.1 The Contractor must provide six (6) months warranty on the quality of the Services from the date of final inspection and acceptance of the Services by the Australian Embassy. In case any defect, failure and/or poor workmanship in respect of the Services is discovered during the said six (6) month period, the Contractor is bound to make good such defect, failure or poor workmanship within 3 working days after notice, without any cost or expense to the Australian Embassy.

5.2.2 Call back or back job shall be free of charge and the contractor will respond to these requests within one (1) hour from the time of call from the Australian Embassy's agent or authorized representative for emergency related services and within one day for non-emergency services. The cost of labour and materials to be used for back jobs shall be free of charge.

5.2.3 The Contractor must repair or replace parts and accessories for damaged items where the damage is due to your fault or negligence.

6. REPORTING REQUIREMENTS

6.1.1 The Contractor must provide DFAT with the reports set out in Table 4 (Reports) below by the date, in the format and number of copies indicated:

Table 4: Reports

Report Type	Indicative Content	Due Date
Service Report	A summary of the following information for the reporting period: • the Services provided and materials used; • the amounts invoiced to DFAT; • updates and issues relating to the future delivery of Services; and • tasks or jobs not completed in accordance with the Contract. • Include recommendations to resolve any maintenance issues encountered while onsite.	The report must be provided to the Australian Embassy Manila within 1 week after conclusion of the reporting period which is 1 month.
Preventative Maintenance Checklists	Completed Template checklists provided by Australian Embassy Manila. Include recommendations to resolve any maintenance issues encountered while onsite.	The checklist must be provided to the Australian Embassy Manila within 2 days after completion of service.
Inspection Report	Completed Template checklists provided by Australian Embassy Manila. Include recommendations to resolve any maintenance issues encountered while onsite.	The checklist must be provided to the Australian Embassy Manila within 2 days after completion of service.
Maintenance Schedule	Coordinated in consultation with Property Section and Occupants of residences.	The report must be provided to the Australian Embassy Manila on a Monthly basis.
Quotation	Quotation for repairs and parts replacement	Ad hoc

7. MEETING REQUIREMENTS

7.1.1 The Contractor must attend meetings with DFAT during the Term of the Contract as set out in Table 5 (Meetings) below:

Table 5: Meetings

Meeting type	Location	Frequency
Operation Meetings	Australian Embassy Manila	Monthly
Contractor Performance Meetings with Senior Management	Australian Embassy Manila	Biannual
Emergency Meeting	Australian Embassy Manila	As required

8. TRANSITION

8.1. Transition In

- 8.1.1 The Contractor must develop a transition-in plan to outline the Contractor's and any Subcontractors activities and timeframes associated with transition in, specifically addressing:
- a. Subcontractor arrangements;
 - b. Compliance with Australian Standards and compliance with local laws and regulations;
 - c. Commencement of service desk;
 - d. Security clearances and training of staff;
 - e. Development of preventative maintenance schedules; and
 - f. Handover of preventative maintenance and inspection activities.

8.2. Transition Out

- 8.2.1 The Contractor must develop and deliver a final transition out plan to DFAT three (3) months prior to the end of the contract term. The transition out plan should address:
- a. Payment of fees for all outstanding works;
 - b. Dismantling the Service Desk; and
 - c. Final dates for acceptance of service requests and preventative maintenance activities.

9. PERFORMANCE STANDARDS

- 9.1.1 Table 6 outlines the performance standards required from the Contractor.

Table 6: Performance Standards

Contractor obligation	Performance Standard
Compliance	The Contractor and their <i>personnel</i> must comply with the terms of this agreement (including any Work Orders) and the Australian Embassy's policies and procedures.
Goods and Services	The Contractor must ensure that the <i>goods</i> and <i>services</i> (as applicable) are provided on time and in accordance with the requirements set out in this Schedule (or a Work Order if applicable).
Security	The Contractor and their must comply with all the Australian Embassy security policies and procedures notified by the Australian Embassy from time to time.
Records, processes and procedures	All records, processes and procedures must be maintained in an accurate and accountable manner, as reasonably determined by the Australian Embassy.
Reports	All reports must be provided on time in accordance with this agreement, and to a standard satisfactory to the Australian Embassy.
Meetings	The Contractor must attend meetings as required by the Australian Embassy, and <i>your personnel</i> who attend meetings must be suitably qualified and informed of the matters to be considered and have the authority to make relevant decisions, as reasonably determined by the Australian Embassy.
Invoicing	All invoices must be submitted in accordance with the invoicing requirements in this agreement.

ANNEXURE A – PROFILE OF RESIDENCES COVERED

Information on the properties and equipment covered. Note the data may change anytime as leases change and figures are historical in nature and provide as an indication only. This data is not guaranteed information and coverage and inclusions may change any time during the period of the agreement.

Number of Residences	36
Number of Apartments	27
Number of Houses	9
Estimated No of AC Units	
Split	109
Window	20
FCU	81
Cassette	4
Estimated Floor Area sq. m of all properties to be managed	10,000 sq. m (not guaranteed for pest control coverage as only houses are included in the pest control)
Estimated Total No of Ad Hoc Call Outs for 3 years (historical only)	4,000
Location of Residences	
Rockwell	
Makati CBD	
Forbes Park	
Urdaneta Village	
Dasmarinas Village	
The Fort	

ANNEXURE B Scope of Preventive Maintenance

Scope of Work and Sample Preventive Maintenance Checklist

Generator and Fuel Day Tank

ELEC - Diesel Generator Set															
					Personal Hazard Assessment										
Monthly					1. STOP AND LOOK										
Quarterly					Observe work area and surrounding										
Semi-Annual						Yes		No							
Annual					2. THINK THROUGH THE TASK										
Yearly					Work scope/procedures/JHA understood and in use										
						Yes		No							
					Correct Permit obtained and in use										
						Yes		No							
					Correct PPE obtained and in use										
						Yes		No							
					Correct Tools / Equipment available and in good order										
						Yes		No							
Technician Name:					3. IDENTIFY THE HAZARDS										
Company Name:					Hazard Identified										
Date of Service:					Hazard Control Details										
Start Time:				Finish Time:											
Site Address:															
Area Services:															
Asset Number:															
Make:					5. DO THE TASK SAFELY										
Model:					Can the job done safely?										
Serial Number:						Yes		No							
					(If No, STOP and contact your supervisor)										
General Instructions:															
*The following listed tasks are indicative only. All works shall be carried out in accordance to the agreed maintenance scope in the contract and shall be relevant to the Australian Standard.															
*Throughout the test run, it is essential that the Generator be run on load. Where operational load is not available, a dummy load must be used.															
TASK															
Step 1 to be completed for each service															
Monthly (Tasks 1-14 & 48)					1	Before Inspection and Tests obtain permission from relevant site personnel/maintenance manager.		Pass		Fail					
					2	Check water, fuel and oil levels. Top up if necessary.		Pass		Fail					
					3	Check batteries and charger from freedom and corrosion on terminals and in battery compartment.		Pass		Fail					
					4	Check electrolyte level, top up if necessary. Check voltage per cell.		Pass		Fail					
					5	If fitted, check jacket water heater and crankcase heater is operating.		Pass		Fail					
					6	If building condenser water is used for cooling ensure water flow integrity before operating generator.		Pass		Fail					
					7	Start the engine by using manual control (Test Mode); run the engine with full load at rated speed for at least 30 minutes or until it reaches normal operating temperatures.		Pass		Fail					
					8	Visually check for water, oil or fuel leaks, loose fittings and belt drives.		Pass		Fail					
					9	Correct operation of battery charging alternator or generator, battery failure alarm, if fitted.		Pass		Fail					
					10	Excessive vibration or heat and correct running speed.		Pass		Fail					
					11	Check all indicator lamps.		Pass		Fail					
					12	Check for fuel leaks; clean leaks.									
					13	Check generator housing/door rubber seal and ventilators.									
					14	After running and shutting down, check water, oil and fuel levels. Top up if necessary.		Pass		Fail					
					15	Ensure engine "stop" mechanism (if fitted) automatically returns to start position and Generator mode returned to auto mode.		Pass		Fail					
					Annual (Tasks 15-44)					16	Check plant room lighting, ventilation and room is left tidy.		Pass		Fail
										17	Enter test and record readings in log book.		Pass		Fail
18	Check air pressure in compressed air start; blow down any condensate and check condensate trap (if fitted).		Pass							Fail					
19	Check fuel level in daily service tank and the operation of fuel transfer pump.		Pass							Fail					
20	Check lubricating oil level in sump and governor (if applicable).		Pass							Fail					
21	When radiator is cold, check water level and top up as necessary.		Pass							Fail					
22	Check water level in water cooling tower and clean the air filter (if applicable).		Pass							Fail					
23	Check air, fuel, lubrication and cooling systems for leaks and make good where necessary.		Pass							Fail					
24	Run diesel (or electric) driven air start compressor for 15 minutes. Partial bleed-off of some air maybe necessary whilst this is in progress.		Pass							Fail					
25	Check operation of pressure cut-in and cut-out controls associated with air-start compressor.		Pass							Fail					
26	Check oil levels in air start compressors and distillate level in compressor diesel tank (if applicable).		Pass							Fail					
27	Perform general housekeeping, clean equipment including oil trays.		Pass							Fail					
28	Check plant room ventilation systems.		Pass							Fail					
29	Check "oil in oil bath" type air filter on engine (if applicable). Clean and refill as necessary.		Pass							Fail					
30	Check cooling-tower basin and clean as necessary.		Pass							Fail					
31	Lubricate fuel pump control gear linkage.		Pass							Fail					
32	Check operation of Plant-room general and emergency lighting. Full discharge test of emergency lighting is dealt with separately.		Pass							Fail					
33	Check electrolyte levels of starting batteries.		Pass		Fail										
34	Test and record specific gravity of electrolyte in starting batteries. Boost charge if necessary.		Pass		Fail										
35	Clean and grease all battery terminals.		Pass		Fail										
36	Task nos. 2, 3 & 4 (above) must be completed before diesel engine is started.		Pass		Fail										
37	Test operation of automatic and manual starting switches.		Pass		Fail										
38	Start unit and run underload for no less than 2 hours, or to manufacturer's instructions.		Pass		Fail										
39	Where possible automatic start is to be undertaken by simulation of main failure.		Pass		Fail										
40	Set battery charger to boost charge for duration of test run. Return to float charge afterwards and record float current in logbook.		Pass												

17

Electrical System

[illegible]

Water Heater Checklist

		Task	Pass/Fail
Annual (Tasks 1-6)	6 Monthly (Tasks 1-4)	1 Check hot water temperature at the storage unit.	☐ P ☐ F
		Recommended safety temperatures are;	☐ P ☐ F
		2 Kitchen facility = 95oC (min)	☐ P ☐ F
		Kitchen facility = 98oC (max)	☐ P ☐ F
		3 Consult with the facility user for desired temperature requirement	
		4 Adjust and set storage unit thermostat accordingly	☐ P ☐ F
		Ensure the thermostat operates correctly for the desired temperature	☐ P ☐ F
		5 It is recommended the unit be annually thoroughly cleaned internally to remove scale or sediment build up, check element, ball float valve and water level.	☐ P ☐ F
		Carry out complete electrical control, and safeties check, adjust as required.	
		6 Inspect the unit for safety hazards, missing guards, cracked or chipped components or exposed electrical connections	☐ P ☐ F

Appliance Check

ELEC - Testing of Portable Appliances PM Checklist									
					Personal Hazard Assessment				
Monthly					1. STOP AND LOOK				
Quarterly					Observe work area and surrounding				
Semi-Annual						Yes		No	
Annual					2. THINK THROUGH THE TASK				
Yearly					Work scope/procedures/JHA understood and in use				
						Yes		No	
					Correct Permit obtained and in use				
						Yes		No	
					Correct PPE obtained and in use				
						Yes		No	
					Correct Tools / Equipment available and in good order				
						Yes		No	
Technician Name:									
Company Name:									
Date of Service:									
Start Time:					Finish Time:				
Site Address:									
					3. IDENTIFY THE HAZARDS				
					Hazard Identified				
					4. CONTROL & COMMUNICATION				
					Hazard Control Details				
					a.				
					b.				
					c.				
					d.				
Area Services:									
Asset Number:									
Make:									
Model:									
Serial Number:									
					5. DO THE TASK SAFELY				
					Can the job be done safely?				
						Yes		No	
					(If No, STOP and contact your supervisor)				
General Instructions:									
* Any abnormal conditions shall be noted in the Logbook, and reported to the Facility Manager					* Attach full condition assessment on the system as per standard form				
TASK									
Annual Tasks (1-7)	1 Inform site contact of tests.					Pass		Fail	
	2 Visually check equipment for damage, misalignment, alarm and protective devices. Frayed wires; corrosion.					Pass		Fail	
	3 Ensure protective earthing of class one is less than 1 ohm.					Pass		Fail	
	4 Test insulation resistance using tester capable of maintaining 500V DC at a load of 1MΩ resistance with an accuracy of at least 5%.					Pass		Fail	
	5 Complete appliance log sheet					Pass		Fail	
	6 Report faults to maintenance manager					Pass		Fail	
Date of Service:					Area Services:				
Start Time:					Asset Number:				
Site Address:					Make:				
					Model:				
					Serial Number:				
TASK									
Annual Tasks (1-7)	1 Inform site contact of tests.					Pass		Fail	
	2 Visually check equipment for damage, misalignment, alarm and protective devices. Frayed wires; corrosion.					Pass		Fail	
	3 Ensure protective earthing of class one is less than 1 ohm.					Pass		Fail	
	4 Test insulation resistance using tester capable of maintaining 500V DC at a load of 1MΩ resistance with an accuracy of at least 5%.					Pass		Fail	
	5 Complete appliance log sheet					Pass		Fail	
	6 Report faults to maintenance manager					Pass		Fail	

Water Heater Check List

PLUM - Hot Water Unit PM Checklist									
					Personal Hazard Assessment				
Monthly					1. STOP AND LOOK				
Quarterly					Observe work area and surrounding				
Semi-Annual						Yes		No	
Annual					2. THINK THROUGH THE TASK				
Yearly					Work scope/procedures/JHA understood and in use				
						Yes		No	
					Correct Permit obtained and in use				
						Yes		No	
					Correct PPE obtained and in use				
						Yes		No	
					Correct Tools / Equipment available and in good order				
						Yes		No	
Technician Name:									
Company Name:									
Date of Service:									
Start Time:					Finish Time:		3. IDENTIFY THE HAZARDS		
Site Address:					Hazard Identified		4. CONTROL & COMMUNICATION		
							Hazard Control Details		
					a.				
					b.				
					c.				
Area Services:					d.				
Asset Number:									
Make:					5. DO THE TASK SAFELY				
Model:					Can the job done safely?				
						Yes		No	
Serial Number:					(If No, STOP and contact your supervisor)				
General Instructions:									
* Any abnormal conditions shall be noted in the Log Book and reported to the Maintenance Manager					* Attach full condition assessment on the system as per standard form				
TASK									
Annual (Tasks 1-6)	Semi-Annual (Tasks 1-4)	1 Check hot water temperature at the storage unit.				Pass		Fail	
		2 Recommendation safety temperatures are:							
		Kitchen facility =95C (min)		Pass		Fail			
		Kitchen facility =98C (max)		Pass		Fail			
		3 Consult with the facility user for desired temperature requirement.				Pass		Fail	
		4 Adjust and set storage unit thermostat accordingly. Ensure the thermostat operates correctly for the desired temperature.				Pass		Fail	
5 It is recommended the unit annually thoroughly cleaned internally to remove scale or sediment build up, check element, ball float valve and water level. Carry out complete electrical control, and safeties check, adjust as required.				Pass		Fail			
6 Inspect the unit for safety hazards, missing guards, cracked or chipped components or exposed electrical connections.				Pass		Fail			
Date of Service:					Area Services:				
Start Time:					Asset Number:				
Site Address:					Make:				
					Model:				
					Serial Number:				
TASK									
Annual (Tasks 1-6)	Semi-Annual (Tasks 1-4)	1 Check hot water temperature at the storage unit.				Pass		Fail	
		2 Recommendation safety temperatures are:							
		Kitchen facility =95C (min)		Pass		Fail			
		Kitchen facility =98C (max)		Pass		Fail			
		3 Consult with the facility user for desired temperature requirement.				Pass		Fail	
		4 Adjust and set storage unit thermostat accordingly. Ensure the thermostat operates correctly for the desired temperature.				Pass		Fail	
5 It is recommended the unit annually thoroughly cleaned internally to remove scale or sediment build up, check element, ball float valve and water level. Carry out complete electrical control, and safeties check, adjust as required.				Pass		Fail			
6 Inspect the unit for safety hazards, missing guards, cracked or chipped components or exposed electrical connections.				Pass		Fail			
Date of Service:					Area Services:				
Start Time:					Asset Number:				
Site Address:					Make:				
					Model:				
					Serial Number:				
TASK									
Annual (Tasks 1-6)	Semi-Annual (Tasks 1-4)	1 Check hot water temperature at the storage unit.				Pass		Fail	
		2 Recommendation safety temperatures are:							
		Kitchen facility =95C (min)		Pass		Fail			
		Kitchen facility =98C (max)		Pass		Fail			
		3 Consult with the facility user for desired temperature requirement.				Pass		Fail	
		4 Adjust and set storage unit thermostat accordingly. Ensure the thermostat operates correctly for the desired temperature.				Pass		Fail	
5 It is recommended the unit annually thoroughly cleaned internally to remove scale or sediment build up, check element, ball float valve and water level. Carry out complete electrical control, and safeties check, adjust as required.				Pass		Fail			
6 Inspect the unit for safety hazards, missing guards, cracked or chipped components or exposed electrical connections.				Pass		Fail			
Comments:									
Client Name					Technician Name				
Client Signature					Technician Signature				

Air Conditioning Units

HVAC Split Type ACU PM Checklist									
				Personal Hazard Assessment					
Monthly				1. STOP AND LOOK					
Quarterly				Observe work area and surrounding					
Semi-Annual					Yes		No		
Annual				2. THINK THROUGH THE TASK					
Yearly				Work scope/procedures/JHA understood and in use					
					Yes		No		
				Correct Permit obtained and in use					
					Yes		No		
				Correct PPE obtained and in use					
					Yes		No		
				Correct Tools / Equipment available and in good order					
					Yes		No		
Technician Name:									
Company Name:									
Date of Service:									
Start Time:				Finish Time:					
Site Address:				3. IDENTIFY THE HAZARDS		4. CONTROL & COMMUNICATION			
				Hazard Identified		Hazard Control Details			
				a.					
				b.					
				c.					
Area Services:				d.					
Asset Number:									
Make:				5. DO THE TASK SAFELY					
Model:				Can the job done safely?					
					Yes		No		
Serial Number:				(If No, STOP and contact your supervisor)					
General Instructions:									
* Air Conditioning Systems are required to perform in accordance with the design parameters of that system					* To maintain the temperature at 23C +/-2C, for the personal comfort of the occupants				
* Any abnormal conditions shall be noted in the Log Book and reported to the Maintenance Manager					* Attach full condition assessment on the system as per standard form				
TASK									
Quarterly Free Standing Houses (Tasks 1-16) For Apartment (Tasks 1-16)	1	Check condensate drain tray for build up of solids, sludge etc. Clean if required.					Pass		Fail
	2	Check the condensate and safety drain flow freely and are connected to appropriate waste, clean if required.					Pass		Fail
	3	Inspect outside air intake (if applicable). Clean if required.					Pass		Fail
	4	Inspect Evaporator coil for corrosion and/or lint, removed as required.					Pass		Fail
	5	Remove and clean air filters. Replace filters if necessary. Check when installing filters for correct sealing.					Pass		Fail
Ensure No. 6 is completed after each service									
Quarterly Free Standing Houses (Tasks 1-16) For Apartment (Tasks 1-16)	6	Run unit to check for leaks and condensation and check for excessive vibration and noise.					Pass		Fail
	7	Check all bearings for correct operation and lubricate as required.					Pass		Fail
	8	Check all units for abnormal wear, undue noise or excessive vibration. Tighten unit and hold down bolts and screws.					Pass		Fail
	9	Check all belt drives for condition, tension and alignment, fan motor and blower wheel.					Pass		Fail
	10	Check oil level in compressor, top up as required.					Pass		Fail
	11	Check systems for refrigerant leaks, rectify if necessary. Check refrigerant insulation, lines hanger.					Pass		Fail
	12	Check condenser for proper air flow over coils					Pass		Fail
	13	Check all automatic controls, recalibrate as required. Check relays and capacitor.					Pass		Fail
	14	Check thermostats to ensure correct operation. Check Remote Control.					Pass		Fail
	15	Measure and record suction and discharge pressures where applicable					Pass		Fail
	16	Check all connecting pipe work and cabling for wear or damage.					Pass		Fail
	17	Check for leaks and condensation. (Ideally run unit for at least 30 minutes).					Pass		Fail
	Semi-Annual (Tasks 1-28) to be done every 2nd and 4th Quarter	18	Inspect Electrical heating elements and controls if fitted.					Pass	
19		Clean condenser, cooling and fins and fans.					Pass		Fail
20		Check condenser motor for noise and lubricants.					Pass		Fail
21		Clean interior unit.					Pass		Fail
22		Replace or clean filters.					Pass		Fail
23		Inspect damper and adjust where necessary.					Pass		Fail
24		Check operation of valves.					Pass		Fail
25		Observe unit in heating and cooling mode.					Pass		Fail
26		Check temperature differential and controls.					Pass		Fail
27		Check electrical.					Pass		Fail
28		Restore unit to original set up.					Pass		Fail
Annual (1-33) to be completed with Last Quarter	29	Check all coupling drives for condition and alignment					Pass		Fail
	30	Check all resilient mountings for excessive vibration and wear.					Pass		Fail
	31	Check operation of fan and ensure fan blades are clean.					Pass		Fail
	32	Inspect and clean all heating / cooling coils and de-scale complete condenser.					Pass		Fail
	33	Where installed, check operation and setting of time clock					Pass		Fail
Comments:									
Client Name				Technician Name					
Client Signature				Technician Signature					

HVAC Fan Coil Unit PM Checklist (One Roxas Triangle)														
						Personal Hazard Assessment								
Monthly						1. STOP AND LOOK								
Quarterly						Observe work area and surrounding ☐ Yes ☐ No								
Semi-Annual						2. THINK THROUGH THE TASK								
Annual						Work scope/procedures/JHA understood and in use ☐ Yes ☐ No								
Yearly						Correct Permit obtained and in use ☐ Yes ☐ No								
Technician Name:						Correct PPE obtained and in use ☐ Yes ☐ No								
Company Name:						Correct Tools / Equipment available and in good order ☐ Yes ☐ No								
Date of Service:														
Start Time:						Finish Time:			3. IDENTIFY THE HAZARDS				4. CONTROL & COMMUNICATION	
Site Address:						Hazard Identified			Hazard Control Details					
						a.								
						b.								
						c.								
Area Services:						d.								
Asset Number:														
Make:						5. DO THE TASK SAFELY								
Model:						Can the job done safely? ☐ Yes ☐ No								
Serial Number:						(If No, STOP and contact your supervisor)								
General Instructions:														
* Air Conditioning Systems are required to perform in accordance with the design parameters of that system						* To maintain the temperature at 23C +/-2C, for the personal comfort of the occupants								
* Any abnormal conditions shall be noted in the Log Book and reported to the Maintenance Manager						* Attach full condition assessment on the system as per standard form								
TASK														
Quarterly (Tasks 1-18)	1	Check unit for correct operation										Pass	Fail	
	2	Check the temperature of room supplied by unit										Pass	Fail	
	3	Check unit for excessive heat, noise and vibration										Pass	Fail	
	4	Check unit for leaks and damage										Pass	Fail	
	5	Check condition of bearings. Lubricate as required.										Pass	Fail	
	6	Check condition of belts. Adjust as required										Pass	Fail	
	7	Vacuum of surrounding including ducts in the ceiling and remove any debris										Pass	Fail	
	8	Check condition of canvass. Vacuum. Replace if necessary.										Pass	Fail	
	9	Clean airfilters and front grille, check condition and secure after cleaning.										Pass	Fail	
	10	Clean and inspect evaporator coil										Pass	Fail	
	11	Clean drain pan, Trays should be cleaned with sterilizing chemical.										Pass	Fail	
	12	Clean drain lines by blowing pressurized air.										Pass	Fail	
	13	Check thermostat/remote control										Pass	Fail	
	14	Check/test switches										Pass	Fail	
	15	Check relays and capacitors										Pass	Fail	
	16	Check fan motor and blower wheel										Pass	Fail	
	17	Check access panel for water and finger markings. Remove any finger markings										Pass	Fail	
Ensure No. 18 is completed after each service														
	18	Run unit to check for proper operations, leaks and condensation and excessive vibration.										Pass	Fail	
Date of Service:						Area Services:								
Start Time:						Finish Time:			Asset Number:					
Site Address:						Make:								
						Model:								
						Serial Number:								
Comments:														
Client Name						Technician Name								
Client Signature						Technician Signature								

HVAC Fan Coil Unit PM Checklist												
						Personal Hazard Assessment						
Monthly						1. STOP AND LOOK						
Quarterly						Observe work area and surrounding						
Semi-Annual							Yes		No			
Annual						2. THINK THROUGH THE TASK						
Yearly						Work scope/procedures/JHA understood and in use						
							Yes		No			
						Correct Permit obtained and in use						
							Yes		No			
						Correct PPE obtained and in use						
							Yes		No			
						Correct Tools / Equipment available and in good order						
							Yes		No			
Technician Name:												
Company Name:												
Date of Service:												
Start Time:						Finish Time:						
Site Address:						3. IDENTIFY THE HAZARDS			4. CONTROL & COMMUNICATION			
						Hazard Identified			Hazard Control Details			
						a.						
						b.						
						c.						
						d.						
Area Services:												
Asset Number:												
Make:												
Model:												
Serial Number:												
						5. DO THE TASK SAFELY						
						Can the job done safely?						
							Yes		No			
						(If No, STOP and contact your supervisor)						
General Instructions:												
* Air Conditioning Systems are required to perform in accordance with the design parameters of that system						* To maintain the temperature at 23C +/-2C, for the personal comfort of the occupants						
* Any abnormal conditions shall be noted in the Log Book and reported to the Maintenance Manager						* Attach full condition assessment on the system as per standard form						
TASK												
Quarterly (Tasks 1-14)	1	Check unit for correct operation								Pass		Fail
	2	Check the temperature of room supplied by unit								Pass		Fail
	3	Clean and inspect evaporator coil, filters, air grilles (return and intake).								Pass		Fail
	4	Check unit for excessive heat, noise and vibration								Pass		Fail
	5	Check unit for leaks and damages								Pass		Fail
	6	Check condition of bearings. Lubricate as required.								Pass		Fail
	7	Clean drain pan, Trays should be cleaned with sterilizing chemical.								Pass		Fail
	8	Clean drain lines by blowing pressurized air.								Pass		Fail
	9	Vacuum of surrounding and remove any debris								Pass		Fail
	10	Check thermostat.								Pass		Fail
	11	Check condition and security of filter. Clean as required								Pass		Fail
	12	Check condition of belts. Adjust as required								Pass		Fail
	13	Run system to ensure its working properly.								Pass		Fail
	14	Check on finger marks on casing. Clean marks when necessary.								Pass		Fail
Date of Service:						Area Services:						
Start Time:						Asset Number:						
Site Address:						Make:						
						Model:						
						Serial Number:						
Comments:												
Client Name						Technician Name						
Client Signature						Technician Signature						

HVAC - Cassette/Console Unit PM Checklist												
						Personal Hazard Assessment						
Monthly						1. STOP AND LOOK						
Quarterly						Observe work area and surrounding ☐ Yes ☐ No						
Semi-Annual						2. THINK THROUGH THE TASK						
Annual						Work scope/procedures/JHA understood and in use ☐ Yes ☐ No						
Yearly						Correct Permit obtained and in use ☐ Yes ☐ No						
						Correct PPE obtained and in use ☐ Yes ☐ No						
Technician Name:						Correct Tools / Equipment available and in good order ☐ Yes ☐ No						
Company Name:												
Date of Service:												
Start Time:						Finish Time:						
Site Address:						3. IDENTIFY THE HAZARDS			4. CONTROL & COMMUNICATION			
						Hazard Identified			Hazard Control Details			
						a.						
						b.						
						c.						
Area Services:						d.						
Asset Number:												
Make:												
Model:						5. DO THE TASK SAFELY						
Serial Number:						Can the job done safely? ☐ Yes ☐ No						
						(If No, STOP and contact your supervisor)						
General Instructions:												
* Air Conditioning Systems are required to perform in accordance with the design parameters of that system						* To maintain the temperature at 23C +/-2C, for the personal comfort of the occupants						
* Any abnormal conditions shall be noted in the Log Book and reported to the Maintenance Manager						* Attach full condition assessment on the system as per standard form						
TASK												
Annual						1	Check unit for abnormal wear, undue noise or excessive vibration				Pass	Fail
Quarterly (Tasks 1-15)						2	Make sure drain pan and condensate discharge run to waste and are clean.				Pass	Fail
						3	Check thermostats to ensure correct operation heating and cooling modes record set point				Pass	Fail
						4	Check for signs of unit icing on evaporator or suction line				Pass	Fail
						5	Check operation of reversing valve if fitted				Pass	Fail
						6	Remove and clean air filters as required. Check when installing filters for correct seal to eliminate by-pass				Pass	Fail
						7	Clean return and supply air grilles				Pass	Fail
						8	Check operation of compressor, top up as required, if applicable.				Pass	Fail
						9	Operate unit on full heating and cooling, record air on air evaporator coils temperatures				Pass	Fail
						10	Check operation of compressor, crank case heaters if fitted				Pass	Fail
						11	Check piping and unit for refrigerant leaks, rectify and top up as necessary				Pass	Fail
						12	Check condenser for proper air/water flow over coils				Pass	Fail
						13	Check all automatic controls, TX valve and safeties, adjust as required.				Pass	Fail
						14	Check operation of fan and ensure fan blades are clean				Pass	Fail
						15	Inspect and clean all heating/cooling coils and de-scale complete condenser (chemically) if required				Pass	Fail
	Date of Service:						Area Services:					
Start Time:						Finish Time:						
Site Address:						Asset Number:						
						Make:						
						Model:						
						Serial Number:						
Comments:												
Client Name						Technician Name						
Client Signature						Technician Signature						

Drain Lines and Storm Drain Lines

PLUM - General PM Checklist - Houses Only									
					Personal Hazard Assessment				
Monthly					1. STOP AND LOOK				
Quarterly					Observe work area and surrounding				
Semi-Annual						Yes		No	
Annual					2. THINK THROUGH THE TASK				
Yearly					Work scope/procedures/JHA understood and in use				
						Yes		No	
					Correct Permit obtained and in use				
						Yes		No	
					Correct PPE obtained and in use				
						Yes		No	
					Correct Tools / Equipment available and in good order				
						Yes		No	
Technician Name:									
Company Name:									
Date of Service:									
Start Time:				Finish Time:					
Site Address:					3. IDENTIFY THE HAZARDS		4. CONTROL & COMMUNICATION		
					Hazard Identified		Hazard Control Details		
					a.				
					b.				
					c.				
					d.				
Area Services:									
Asset Number:									
Make:									
Model:									
Serial Number:									
General Instructions:					6. DO THE TASK SAFELY				
* Any abnormal conditions shall be noted in the Log Book and reported to the Maintenance Manager					Can the job done safely?				
						Yes		No	
					(If No, STOP and contact your supervisor.)				
					* Attach full condition assessment on the system as per standard form				
TASK									
Quarterly (Tasks 1-6) January to May	Monthly (Tasks 1-6) June to December	1 Clear roofs, gutters and catch-basins of debris (leaves, branches, dirt, etc.) and trim overhanging branches (including hauling of extracted debris).				Pass		Fail	
		2 Declog downspouts and storm drain lines using straight auger, spade cutter, shark tooth cutter and expanding cutter.				Pass		Fail	
		3 Flush all passageway with high pressure water jetter.				Pass		Fail	
		4 Check conditions of gutters and downspouts to ensure they are not rotted, they are properly sealed and they are no source of leak.				Pass		Fail	
		5 Check all pipings and pipe fittings such as cold/hot water lines including sewer lines, for possible leaks.				Pass		Fail	
		6 Check condition of faucets, shower heads, lavatory p-traps, strainers and gate valves for possible leaks				Pass		Fail	
Date of Service:					Area Services:				
Start Time:				Finish Time:		Asset Number:			
Site Address:					Make:				
					Model:				
					Serial Number:				
Comments:									
Client Name					Technician Name				
Client Signature					Technician Signature				

Water Tank Cleaning Checklist

Annual (Tasks 1-17)		Pass/Fail
	1 Check overall system and identify what controls may be affected.	☐ P ☐ F
	2 Isolate and tag all controls to ensure they are maintained in their current positions.	☐ P ☐ F
	3 Isolate and tag inlet & outlet valves	☐ P ☐ F
	4 Open tank hatch and ventilate for a minimum of an hour	☐ P ☐ F
	5 Turn on drain valve to begin discharge of water	☐ P ☐ F
	6 During this period, fit all safety gear.	☐ P ☐ F
	7 When all water has been drained, enter tank to clean & check both high & low level flow alarms	☐ P ☐ F
	8 Thoroughly clean internal walls / floors of the tank with a high-pressure water cleaner and soft or nylon broom. Do not use any sort of scrubbers as this may affect the tank lining.	☐ P ☐ F
	9 After cleaning, the tank shall be disinfected by applying a solution of, 200mg chlorine to 1 Lt. water directly to each surface, and shall be in contact for at least 30 minutes	☐ P ☐ F
	10 Once disinfectant process has been completed, entry into tank is forbidden	☐ P ☐ F
	11 Wash out tank with high-pressure water from outside the tank via manhole to remove any chlorine residue	☐ P ☐ F
	12 Close drain valve / Open inlet valve	☐ P ☐ F
	13 Reinstate water pump filling controls to allow water to fill tank	☐ P ☐ F
	14 Fill tank until all outlets are covered	☐ P ☐ F
	15 Check air gap of tank and remove any obstructions. Air gap minimum should be as per, AS3500 Part 1 Table 4.3	☐ P ☐ F
	16 Make sure all tank hatches and doors are closed down	☐ P ☐ F
	17 Reinstate all controls and return tank back to services	☐ P ☐ F

Pest Control –

To be carried out by licensed company. Houses Only/ Apartments on as requested basis.

LOCATION	Inspection of Possible Larvae Breeding Areas			Mosquitoes		Cockroaches		Rodents/Cat		
	Not Present	Present	Treated	Misting /Spray		Spray / Gel Bait		Glue Board / Trap / Poisoned		
				M	S	S	G	GB	T	PB
Interior										
Ceiling										
Walls										
Floors										
Bathroom- Fixtures										
Bathroom- Tub Area										
Bathroom- Fixtures										
Kitchen- Appliances										
Kitchen- Fixtures										
Kitchen- Counters										
Kitchen- Cabinets										
Bedrooms- Cabinets										
Exterior										
Roof										
Chimney										
Soffit/ Fascia										
Gutters										
Windows										
Doors										
Deck/ Porches										
Lot Area										
Perimeter Fence										
Garden										
Swimming Pool										
Driveway										

ANNEXURE C – Quote Sheet for Prices

Price Quotation Sheet Service/Preventive Maintenance	Frequency	Cost in Pesos Preventive	Cost in Pesos Adhoc Repairs
Generator and ATS; Fuel Day Tank (Houses Only)	M - monthly, Quarterly ,H-Half Yearly ,Annual + Ad hoc	Per Unit/Month	Per Labour Cost/Per Hour
Electrical System (Outlets; Distribution Board, Main Panel and Lighting) (Houses Only)	M - monthly, Quarterly ,H-Half Yearly ,Annual + Ad hoc	Per House/Month	Per Labour Cost/Per Hour
Water Heater Units	Half Yearly and Annual	Per Unit/Annum	Per Labour Cost/Per Hour
Cold water booster pump	Ad hoc repairs	Per Labour Cost/Per Hour	Per Labour Cost/Per Hour
Appliance Checks	Annual	Per Unit	Per Labour Cost/Per Hour
All AC Type	Quarterly ,H-Half Yearly ,Annual + Ad hoc	Per Unit/Quarter	Per Labour Cost/Per Hour
Ventilation & Exhaust system	Ad hoc Repairs	Per Labour / Per Hour	Per Labour Cost/Per Hour
Plumbing/Gutter (Houses Only)		Per House/Per Month or Per House/Quarter	Per Labour Cost/Per Hour
Gutter	Quarterly - January to May; Monthly June to December + Ad hoc		
Plumbing Fixtures	Quarterly + Ad hoc		
Drain Lines and Storm Drain Lines; Drainage Systems	Quarterly - January to May; Monthly June to December +Ad hoc		
Water Storage and Water Tanks	Annual Cleaning		
Pool pump and associated equipment	Ad hoc repairs		

Pest Control except termites	Monthly houses/Apartment Ad hoc	Per Square Meter	Per Square Meter
Building Inspection	As needed		Per Square Meter Gross of House only not lot area or Gross of the Apartment
Emergency Response	As needed		Per Labour/hour

ANNEXURE D – BUILDING INSPECTION TEMPLATE

BUILDING INSPECTION REPORT

Checklist to be completed for Freestanding or Apartments Building

POST: _____

DATE: _____

INSPECTED BY: _____

POSITION: _____

ADDRESS OF BUILDING: _____

TYPE AND SIZE OF BUILDING: _____

TO BE OCCUPIED BY: _____

Record when inspections were conducted below

Element	Inspection Date:
1. Building Exterior	
2. External Garden/ Common Area	
3. Building Interior	
4. Fire Safety	
5. Swimming Pools	
6. Electrical	
7. Gas	

Instructions:

Part A: to be completed by SAO / Post Property Section

Initial inspection to be completed by the Senior Administration Officer (SAO) or their delegate and signed off by the Head of Mission/SAO respectively prior to a Government lease submitted for approval.

Inspection to be completed by the Senior Administration Officer (SAO) or their delegate, table is to be dated and initialled by SAO to signify completion of inspection.

SAO or their delegate must initial and date each section on inspection report once complete.

Photographs should be attached to this report.

Part B: to be completed by a qualified local electrician

Part C: to be completed by a qualified local gas fitter

CONDITION CODES:

- **Satisfactory:** No defects were observed in relation to the element being assessed.
- **Defective:** All areas assessed to be defective (Moderate/Major) must have a supporting comment.
 - **Moderate:** One to three minor defects observed in relation to the element being assessed.
 - **Major:** More than three minor and/or one or more major defects observed in relation to the element being assessed.
- **Not Applicable:** Element not applicable.



Items marked with this symbol must be deemed satisfactory prior to submitting proposal for approval.

Where defects are found which warrant attention the agreement of the lessor to make good the defect should be obtained before submitting proposal for approval.

Electrical and Gas inspection should only be undertaken after all other elements have passed and where the Survey of Physical Security Measures has been completed and agreement in principal to expenditure on security where necessary has been obtained.

1. The Initial Inspection

Based on the Building Conditions Report conducted on _____ I assess that this property is:

- a) NOT suitable and should not be considered further
- b) Suitable BUT requires additional treatments (Proceed to Questions 2)
- c) SUITABLE in its current state - subject to electrical, gas and landlord reports

Assessed by: _____ Position: _____

Date: _____

2. Additional Work to rectify defects

- Are there funding implications for these treatments?

☐ Yes ☐ No

- If YES – Will the Landlord agree to fund these works?

☐ Yes

☐ No

- If NO – has the relevant funding approval been obtained?

☐ Yes

☐ No

Assessed by: _____

Position: _____

Date: _____

Part A: To be completed by SAO / Post Property Section

1. Building Exterior

Inspect and assess the general condition of the building exterior:

ELEMENT	CONDITION	COMMENT
1.1. External Walls Potential issues: - Cracking bricks - Mortar eroding - Damp areas - Holes - Exposed framework	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	Type of walls/cladding:
1.2. Awnings Potential issues: - Mould - Holes - Water damage	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
1.3. Windows Potential issues: - Broken windows - Missing glass - Water staining - Rotting/corroding frames - Fly/mosquito screens damaged/missing	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
1.4. Painting Potential issues: - Peeling paint - Cracking paint - Unpainted areas	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
1.5. Timber Potential issues: - Visible insect damage - Pest damage - Rotting - Dampness 	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	

ELEMENT	CONDITION	COMMENT
1.6. Balconies, verandas, patios, stairs, decks, suspended concrete floors, safety rails Guide: - Balustrades – should be approximately 1000mm high, gaps less than 125mm, and must not have any horizontal elements that children could climb. - Stairs – should have consistent treads (250-355mm) and height (115-190mm) and in sound condition, preferably non-slip Potential issues: - Loose/soft boards - Uneven pavers/tiles - Damaged pergolas/shade sails etc.	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
1.9 Roof Visual inspection of roof Potential issues: - Cracked/missing tiles - Missing roof sections - Damaged guttering - Blocked guttering - Rust/Corrosion - Drainage (downpipes) - Safe access to roof space 	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	Type of roof (e.g. tiles, concrete, corrugated sheeting etc.) Can the roof be accessed internally or externally (for example, by ladder or scaffold)? Is this likely to be a problem in locations where gutters require frequent cleaning/
1.10 Entrances/Foyers (Apartment Only) Visual inspection to include: - Disabled access - Lighting - Security - Lifts - Carpets/floor coverings - Inclement weather matting	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	

Initial: _____

Date: _____

2. External Garden/Common Area

ELEMENT	CONDITION	COMMENT
2.1 Car parking, detached buildings/sheds - Condition of buildings - Access to buildings - Visual indication of vermin/insects - Parking bays clearly marked - Disabled access from car park facilities	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	Type of car parking available (e.g. garage, car port, multi-storey etc.): Types of detached buildings:
2.2 Fall hazards - Retaining walls - Garden beds - Tiered areas Note: edge protection required where there is a drop of 1000mm or more	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
2.3 Paths and driveways Potential issues: - Cracked concrete - Cracked/missing paving/tiles - Uneven surfaces - Overgrown foliage - Poor housekeeping - Pooling water - Fire hazards (e.g. dry leaf matter etc.)	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
2.4 Steps Stairs/steps – should have consistent treads (250-355mm) and height (115-190mm) and in sound condition, preferably non-slip	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
2.5 Fencing Potential issues: - Missing palings - Rust/Corrosion - Rot - Sharp edges - Signs of insect/vermin damage	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	Type of fencing (e.g. timber, metal, hurricane etc.):
2.6 Waste disposal Potential issues: - Poor storage - Cleanliness - Signs of insect/vermin	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	

ELEMENT	CONDITION	COMMENT
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Initial: _____

Date: _____

Building Interior

Inspect and assess the general condition of the building interior:

ELEMENT	CONDITION	COMMENT
3.1 Ceilings Potential issues: - Cracking - Noticeable sagging - Peeling paint - Damp damage 	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
3.2 Walls Potential issues: - Cracking - Damp damage or mould - Poor painting - Exposed framework 	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
3.3 Timber floors Potential issues: - Visible insect damage - Pest damage - Rotting - Dampness - Loose/soft timber flooring . 	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
3.4 Concrete/covered floors E.g. concrete slab, carpet, tiles, linoleum, floating floors etc. Potential issues: - Damaged coverings - Uneven surfaces - Cracking - Dampness - Is the floor likely to be slippery?	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
3.5 Windows Potential issues: - Broken windows - Missing glass - Water staining - Rotting/corroding frames - Fly/mosquito screens damaged/missing Apartments: where a 2 metre fall exists, window openings need to be protected to limit the risk of a person (especially children) falling through an opening. Note: large areas of glass should be marked with visual indicators at heights between 700mm and 1200mm	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	

ELEMENT	CONDITION	COMMENT
3.6 Doors and frames Potential issues: - Damaged door frames - Defective door handles/locks - Corroded or rotting frames - Loose or badly fitting doors - Visual indicators on glass doors - Fly/mosquito screens damaged/missing Note: large areas of glass should be marked with visual indicators at heights between 700mm and 1200mm	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
3.7 Kitchen Potential issues: - Benchtop condition - Cupboard/cabinet operation/condition - Sink/taps - Leaking - Adequately sealed - Fire safety equipment available e.g. extinguisher, blanket - Smoke alarm installed in kitchen - Tiles cracked/loose/hollow - Floor type/condition - Splash back condition - Power points situated away from water - Appliance's - Type (e.g. gas, electric) - Clean - Operation - Electrically tested/tagged	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
3.8 Laundry Potential issues: - Floor type/condition - Cupboards/cabinet operation/condition - Floor waste - Tubs/taps - Leaking - Adequately sealed - Fire safety equipment available e.g. extinguisher (communal laundry only) - Tiles cracked/loose/hollow - Power points situated away from water - Appliance's - Clean - Operation - Electrically tested/tagged	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	

ELEMENT	CONDITION	COMMENT
3.9 Internal stairs Handrails/balustrades and stairs guide: - Balustrades – should be approximately 1000mm high, gaps less than 125mm, and must not have any horizontal elements that children could climb. - Stairs – should have consistent treads (250-355mm) and height (115-190mm) and in sound condition, preferably non-slip Potential issues: - Loose/soft boards - Uneven tiles - Rot/corrosion	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
3.10 Bathroom, WC, Ensuite Potential issues: - Floor type/condition - Power points situated away from water - Toilet and bidet - Cracked - Leaking - Bath - Cracked - Adequately sealed - Shower - Tiles cracked - Leaking - Shower screen condition - Adequately sealed - Vanity condition, ease of opening drawers - Floor waste - Sink/taps - Leaking - Adequately sealed - Tiles cracked/loose/hollow/mould - Ventilation/fan condition and cleanliness - Mirrors damaged	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
3.11 Heating and Cooling - All heating/cooling appliances are operational - Visual inspection of heating/cooling appliances (e.g. good condition, clean)	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	Type of heating and cooling (e.g. gas/electric heater, fans, air conditioning etc.):

Initial: _____

Date: _____

Fire Safety



All element of Fire Safety must be deemed satisfactory prior to submitting proposal for approval.

ELEMENT	CONDITION	COMMENT
4.1 Fire extinguisher/hose reels - Available throughout buildings - Regularly serviced - Extinguishers mounted and signposted - Hose reels are neatly stored and signposted	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
4.2 Emergency egress/evacuation - Evacuation plans/diagrams available throughout the buildings (Apartments Only) - Emergency lighting available in common areas - Emergency paths/exits/stairs clear of obstructions - Emergency exits clearly signposted - First aid equipment available	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
4.3 Sprinkler/hydrant system (if available) - Sprinkler/hydrant system maintained on a regular basis (e.g. service records) - Damaged/leaking sprinkler heads	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
4.4 Fire/Smoke alarms Fire/smoke alarms installed and working (tested)	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
4.5 Fire Indicator Panel (FIP) maintenance - FIP maintained on a regular basis - Emergency intercom system maintained/functioning	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	

Initial: _____

Date: _____

3. Swimming Pools and other bodies of water > 300mm deep (e.g. ponds, water features etc.)

ELEMENT	CONDITION	COMMENT
5.1 Safety Fence - Fence: should be 1200mm high, max. 100mm spacing between vertical bars and must not have any horizontal elements that children could climb. Fence must be 900mm clear of objects such as trees, BBQ's, chairs etc. - Gate: should be self-closing and latch by itself from an open position. Should open outward away from pool. Latch should be on outside of fence 1200mm above ground level. 	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
5.2 Pool Equipment - Good condition - Operational - Maintained and inspected on a regular basis - Depth markers - CPR signage (current ratios 30 compressions every 2 breaths, repeat this cycle 5 times every two minutes)	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
5.3 Decking/Surrounds - Non slip - Good condition - Soft/missing timber decking	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
5.4 Pool Condition - Clean - Good condition Note: Optimal water pH 7.2-7.6	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	

Initial: _____

Date: _____

Part B: To be completed by qualified local electrician

Electrical Services Report to be completed by a competent person (usually a locally-licensed electrician). Obtain copy of electrician qualifications/licence and insurances prior to inspection. Retain details on file.

- All electrical services are to be appropriately isolated prior to inspection of live electrical services.



All element of Electrical Services Report must be deemed satisfactory prior to submitting proposal for approval.

ELEMENT	CONDITION	COMMENT
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All element of Electrical Services Report must be deemed satisfactory prior to submitting proposal for approval.

6.1 Switchboard, Fuses, Meters etc. - Visual inspection for condition. Calculation of maximum demand of mains and sub-circuits to ensure that installed cables, fuses and breakers are the right size. Maximum demand calculation must be in accordance with local regulations or to Australian Standard AS3000 (known as 'The Wiring Rules'), where there is no local standard. - RCDs present on all circuits - Operational test of earth leakage/electrical overload protective devices. - Check for insects nesting	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
6.2 Switches Visual inspection for condition.	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
6.3 Power Outlets - Polarity test. - Test power outlets for double pole switching where the distribution system is single-phase, earthed mid-point and voltages quoted are such, that one voltage is twice the other quoted voltage, e.g., 240V/ 120V. In some countries power outlets can use either or both of these voltages. It can be quite dangerous if the higher quoted voltage is used and only one lead is switched.	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
6.4 Lights & Fittings - Visual inspection for condition. - Is there a terminated earth conductor present.	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
6.5 Lightning Conductors Present and adequately located and earthed	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	



All element of Electrical Services Report must be deemed satisfactory prior to submitting proposal for approval.

6.6 Earthing - Visual inspection of condition of earthing conductor and main earth. Continuity test of earthing between the earth link on the distribution board and each outlet. Insulation and earth test of all appliances fixed or portable. - Is there an earth bond on the cold water mains pipe? - If present and isolated by plastic water pipe, are stand-alone hot water units and metal plumbing fixtures cross bonded	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
6.7 Safety Check of Wiring Visual inspection of condition. An insulation resistance test of the installation to ensure effectiveness of the insulation of cables	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
6.8 Security System - Functioning - Maintained	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	
6.9 Fire/Smoke Detectors - Functioning - Maintained	☐ Satisfactory ☐ Defective ☐ Moderate ☐ Major ☐ Not Applicable	

☐ Yes ☐ No

Lessor's agreement obtained to make good defects described above

EDRMS file reference.....

Signed by Electrical Contractor

_____ Print Name: _____ Date: _____

Signed by SAO prior to approval of lease

_____ Print Name: _____ Date: _____

- **Part C: to be completed by a qualified local gas fitter**
- Gas Services Report to be completed by a competent person (for example a licenced gas contractor/gas fitter). Obtain copy of qualifications and insurances prior to inspection if available.
- All gas services are to be appropriately isolated prior to inspection.



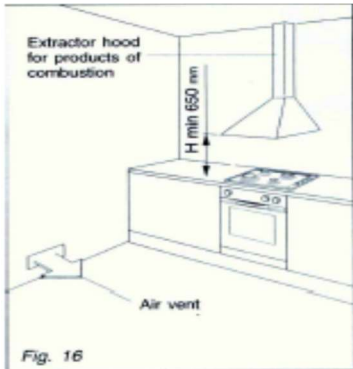
All element of Gas Services Report must be deemed Compliant or Not Applicable prior to submitting proposal for approval.

Domestic Gas Appliance and Cylinder Checklist	Compliant																																										
	YES	NO	N/A																																								
7.1 Compliance Plate - Prior to new installations and/or servicing is the manufacturer's compliance plate present on the appliance (plate should specify type of gas, jet sizes and test pressures see example). If not present, note reasons (for example, not required under local law)  Built-in Gas Cooktop CBGS91 Made in China <table border="0" style="width: 100%;"> <tr> <td colspan="2">NG:</td> <td colspan="2">ULPG:</td> <td rowspan="6" style="text-align: center;">  N78  Gas Safety Certified AS 4551 CERT. GSCS 20111 SAI GLOBAL </td> </tr> <tr> <td>Auxiliary Burner:</td> <td>Injector Size</td> <td>MJ/h</td> <td>Injector Size</td> <td>MJ/h</td> </tr> <tr> <td></td> <td>1x0.90mm</td> <td>4.0</td> <td>1x0.55mm</td> <td>4.0</td> </tr> <tr> <td>Semi-rapid Burner:</td> <td>2x1.10mm</td> <td>6.2</td> <td>2x0.70mm</td> <td>6.5</td> </tr> <tr> <td>Rapid Burner:</td> <td>1x1.40mm</td> <td>10</td> <td>1x0.90mm</td> <td>11</td> </tr> <tr> <td>Wok Burner:</td> <td>1x1.70mm</td> <td>13.5</td> <td>1x0.98mm</td> <td>13.2</td> </tr> <tr> <td>Total:</td> <td></td> <td>39.9</td> <td></td> <td>41.2</td> </tr> <tr> <td colspan="2"></td> <td>Test Point Pressure 1.00kPa</td> <td colspan="2">Test Point Pressure 2.75kPa</td> </tr> </table> Keep a safe distance away from combustible constructions. Keep at least 200mm from the periphery of the burners to any side or rear wall and 800mm above the burners, or at least 650mm between the burners and any extractor hood positioned immediately above it. Ignition procedure: 1) If not already on, turn on gas supply. 2) Push in control knob and turn counter-clockwise to the high position. 3) If burner does not ignite, turn control knob clockwise to the off position & wait for 5 minutes before trying again. Shutdown procedure: 1) Push in control knob and turn fully clockwise to the off position. 2) If as supply was turned on at ignition, turn off gas supply. Electrical: 220V to 240V @ 50Hz to 60Hz. Input voltage: 220V to 240V @ 50Hz to 60Hz. Max current: 0.6A. TO BE INSTALLED BY AN AUTHORISED PERSON ONLY	NG:		ULPG:		 N78  Gas Safety Certified AS 4551 CERT. GSCS 20111 SAI GLOBAL	Auxiliary Burner:	Injector Size	MJ/h	Injector Size	MJ/h		1x0.90mm	4.0	1x0.55mm	4.0	Semi-rapid Burner:	2x1.10mm	6.2	2x0.70mm	6.5	Rapid Burner:	1x1.40mm	10	1x0.90mm	11	Wok Burner:	1x1.70mm	13.5	1x0.98mm	13.2	Total:		39.9		41.2			Test Point Pressure 1.00kPa	Test Point Pressure 2.75kPa				
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Total:		39.9		41.2																																							
		Test Point Pressure 1.00kPa	Test Point Pressure 2.75kPa																																								
7.2 Gas Supply Is the appliance suitable for supplied gas, (i.e. Liquefied Petroleum, Natural or Town Gas)? Agrees with compliance plate?																																											
7.3 Installation Is the installation in accordance with manufacturer's written instructions (contact the manufacturer if the instructions are not readily available)?																																											
7.4 External Appliances Is the gas appliance designed to be used outdoors (e.g. gas heaters, hot water units, barbeques stored outdoors)?																																											
7.5 Internal Appliances Is the gas appliance designed to be stored indoors? Refer to Question 20 - Ventilation.																																											
7.6 Gas Pressure Does the supply pressure exceed the rated working pressure of the appliance (check manufacturer's information and test point pressure)?																																											

Domestic Gas Appliance and Cylinder Checklist	YES	NO	N/A
7.7 Connection/Disconnection Is a suitable means of connection/disconnection from piping provided for the gas appliances? NOTE: This should be a copper pigtail or alternatively a compliant hose assembly supplied by the manufacturer. Appliances not certified for installation with a hose assembly are permanently marked to this effect at the point of connection.  Pigtail  Hose assembly			
7.8 Hose Connection Is the hose assembly for an appliance permanently connected to the appliance by a threaded or other metal connection? Are the end fittings for the hose assembly connection of a permanently attached (non-reusable) type? NOTE: Hose clamps and rubber tubing MUST NOT be used.			
7.9 Hose Material Are flexible gas lines of a suitable material e.g. steel braid covered pressure hose?			
7.10 Hose Length Is the hose assembly as short as practicable (not more than 1.2m) and of adequate diameter for the appliance? NOTE: The hose assembly MUST NOT pass through a wall, portable partition, ceiling or floor. Copper piping is the only acceptable material.			
7.11 Cylinder Restraint If the gas cylinder is connected by a hose assembly is the cylinder restrained by adequate means e.g. chained?			
7.12 Electrical Isolation Do electrical supplies to gas appliances have a readily accessible and identifiable means of isolation? NOTE: The gas piping MUST NOT be used as a component of an earthing system for any electrical installation or works.			

Domestic Gas Appliance and Cylinder Checklist	YES	NO	N/A
7.13 Gas Isolation Is there an accessible means of isolation for gas, e.g. shut-off valve provided on the inlet connection? NOTE: Manual shut-off valves for appliances shall be of the quarter turn type and open when the handle is in line with the pipe and closed when the handle is across the pipe.  Quarter turn gas valve showing open and closed positions and appliance connection point			
7.14 Gas Disconnection Where a manual shut-off valve is installed on piping is there a means for disconnecting the appliance immediately downstream of the valve?			
7.15 Gas Regulator - Is an approved gas regulator fitted to the appliance intended for operation on Natural Gas, Town Gas and Tempered Liquified Petroleum (TLP) Gas? NOTE: TLP is not the same as LPG  Typical gas appliance regulators. These units are installed within the body of the appliance and may incorporate test points.			

Domestic Gas Appliance and Cylinder Checklist	YES	NO	N/A
7.16 Safety - Does the appliance have a manually ignited atmospheric burner and is it protected by a thermoelectric flame safeguard system? NOTE: The flameguard system is interlocked with the appliance's gas valve. Piezo ignition point (S) for manually ignited burner and thermocouple (T) for thermoelectric flame safeguard system. Gas valve to burner/appliance must automatically close when thermocouple detects that flame is inadvertently extinguished. Some stove tops may have screws holding the burner bases onto the top of the stove, while others simply lift off the stove. Burner covers (C) may not be present in all types of cook tops. Flame is directed outwards			
7.17 Adjacent Combustible Items Are appliances installed so that adjacent combustible surfaces are protected from thermal damage?			
7.18 Manufactures Instructions Are the manufacturers instructions available to users? Instructions for lighting pilot lights or burners. Instructions to be both English and the local language to reinforce the operating procedures.			

Domestic Gas Appliance and Cylinder Checklist	YES	NO	N/A
7.19 Signage Has gas safety signage been installed (where practicable)? E.g. Class Diamonds, HAZCHEM, no smoking and naked flame warning signs.			
7.20 Ventilation Does the manufacturer state that the appliance requires a flue or additional ventilation? Is sufficient ventilation provided?  			
LPG Installations	YES	NO	N/A
7.21 Cylinder Storage - Is the cylinder stored outdoors away from the actual appliance in use? NOTE: LPG cylinders and associated equipment MUST NOT be installed indoors.			
7.22 Fall Prevention Is the cylinder secured by chains or a cage so it/they cannot fall over?			
7.23 Cylinder Identification Does the gas cylinder have a identification label? (Labels vary in shape, size and their positioning on cylinders and packs.) 			
7.24 Piping Penetrations Is copper piping used where the piping passes through a wall or cupboard?			

LPG Installations	YES	NO	N/A
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7.25 LPG Regulator - Is the LPG cylinder fitted with a regulator? Ensure that the breather hole on the regulator is kept clear and protected so that it does not get blocked. NOTE: <u>A regulator on the LPG cylinder may only be required where no regulator is fitted to a portable or mobile appliance.</u> LPG Regulator and quick-connect 			
7.26 Cylinder Connection Check cylinder connections are they snug and firm?			
7.27 Regulator Type Is the hose assembly permanently connected to the appliance and have a manual shut-off valve and union fitted at the inlet end of the hose assembly or have a quick-connect device, located at the inlet end of the hose assembly which automatically shuts off the gas supply when disconnected? (See above)			
7.28 Cylinder Condition Are the cylinders damaged, rusty or over 10 years old?			
7.29 Cylinder Location Are cylinders on a level, non-combustible surface?			
7.30 Leak - Does there appear to be a suspected leak? NOTE: A soap and water solution applied externally or other suitable gas detecting equipment MUST be the only methods used to locate a gas leak. Matches, candles or any other ignition source MUST NOT be used.			
7.31 Operation Has the appliance been reported as not igniting correctly? If safe to do so, turn off gas and appliance, suspend use immediately and arrange testing.			

Lessor's agreement obtained to make good defects described above

☐ Yes ☐ No

EDRMS file reference.....

Signed by Gas Contractor

_____ Print Name: _____ Date: - _____

Signed by SAO prior to approval of lease

Print Name:

Date: -

Photographs

ANNEXURE E – RISK MATRIX

RISK RATING MATRIX

LIKELIHOOD What are the chances of this consequence actually occurring?	CONSEQUENCE How severe would an injury be from this hazard?				
	1. Minor injury (Bruise, scratch)	2. First aid required	3. Medical attention and lost time injury	4. Long term illness or serious injury	5. Kill or cause permanent disability
A. Very Likely (Almost Certain, annually)	M	H	H	E	E
B. Likely (Two Yearly)	M	M	H	H	E
C. Possible (Five Yearly)	L	M	M	H	H
D. Unlikely (Ten Yearly)	L	L	M	M	H
E. Very Unlikely (Rare, 100 yearly)	L	L	L	M	M

ANNEXURE F – CHILD PROTECTION POLICY