

Repairs & Maintenance Guide





Version History

Version	Created	By
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Repairs and Maintenance Guide

This guide outlines who is responsible for maintenance and repairs of the premises if required and the procedure to be followed when maintenance and repair works are needed.

1. What maintenance is APML responsible for?

- Common area lighting
- Common area pest control
- Common area cleaning and waste removal
- Common area fire services
- Emergency equipment located at the front and rear PA doors of the tenancy
- Fair wear and tear maintenance
- Roadways
- Roller door fair wear and tear maintenance

2. What maintenance is the tenant responsible for?

Tenants are responsible to maintain, repair and replace and to keep the premises in good working order. Listed below are examples of items tenants are responsible for:

- Additional keys
- Any damage caused by tenant
- Coolroom and associated refrigeration systems and plant
- Heating and cooling
- Light Globe replacement
- Light switches
- Pest control
- Plumbing repairs including blocked toilets/urinals
- Roller door damage and roller door motor repairs
- Store Signage
- Waste Removal
- Refer to the Tenancy Agreement for a full listing of tenant responsibilities

3. What the tenant should do if maintenance and / or repair works are required?

- Contact APML's Operations Co-ordinator on 0408 877 798

OR

- Complete the Maintenance Request Sheet on line

Repairs cannot commence until a Maintenance Request has been completed and signed off by the APML Operations Co-ordinator and tenant

4. What the requirements are for a tenant to engage external contractors

- Building Works – All building works must be carried out by a registered building practitioner and all building works must comply with the required statutory rules, acts and regulations
- Electricians – must all be Registered Electrical Contractors (REC)
- Plumbers – Must all be registered with the Plumbing Industry Commission
- Insurance – All contractors must hold a public liability insurance policy of not less than \$20 million
- Elevated Works – All works undertaken in excess of 2 metres must be undertaken using an elevated work platform (EWP) by a licensed operator using appropriate safety procedures. If a forklift is used, a safety cage must be used at all times.

Important: the consent of APML must be obtained prior to engaging external Contractors and commencement of the Works, and the contractor be inducted to site.

Tenants and Contractors must meet all Work Health and Safety and WorkCover standards, guidelines and regulations.