



SPORT & RECREATION FACILITY MANAGEMENT REGISTER

CLUB NAME: _____

PARK NAME: _____

HOW TO USE

- ▶ Discuss with your Committee and agree on inspection/maintenance frequency and who is responsible for each
- ▶ Add any items that are not listed on the template that are relevant to your facility
- ▶ Review Register every 12 months to ensure relevance to your facility

STATUTORY MAINTENANCE

Maintenance Obligation	Responsibility		Inspection/ Maintenance Frequency	Last Completed (date)	By Whom	Next Scheduled date	Comments
	Council	Club					
Check electrical mechanical apparatus (includes any alterations or repairs)		✓					
Complete a 'push button' test of the RCD	✓						
Statutory inspection, testing and maintenance, including but not limited to:							
• Fire services	✓						
• Residual current device (RCD) testing *commonly known as a safety switch/power isolation	✓						
• Lift servicing	✓						
• Reduced pressure zone (RPZ) testing *relates to the potable water distribution system / backflow device	✓						
• Home sewerage treatment plan (HSTP)	✓						
• Roof access	✓						
• Asbestos auditing	✓						
• Trade waste (grease traps)	✓						
• Major capital or structural works (including major asset failure) – maintenance, replacement or repair	✓						
• Ensuring water supply, including (below) remain in good working order by way of proper usage, including the maintenance and repair of any blockages or leaks Any damage caused by improper usage of the water supply will be the Lessees responsibility to repair and/or replace.		✓					
• All plumbing and drainage fixtures		✓					
• Backflow devices	✓						
• Sewerage/septic system	✓						
• grease traps	✓						

BUILDING MAINTENANCE

Maintenance Obligation	Responsibility		Inspection/ Maintenance Frequency	Last Completed (date)	By Whom	Next Scheduled date	Comments
	Council	Club					
Security monitoring and lighting installed by Lessee		✓					
Servicing, maintenance and replacement of air-conditioning units (excluding window units)		✓					
Pest control, including termites and any other treatments as directed by Council, on a 12-monthly basis		✓					
Kitchen compliance with food service regulations		✓					
Cleaning of all walls (interior and exterior)		✓					
Painting of exterior walls		✓					
Painting of interior walls		✓					
Cleaning of all windows (interior and exterior)		✓					
Cleaning of all doors (interior and exterior)		✓					
Cleaning of all ceilings (interior and exterior)		✓					
Painting of ceilings		✓					
Cleaning of all floors (interior and exterior)		✓					
Professional floor clean		✓					
Cleaning of verandah		✓					
Cleaning of guttering		✓					
Cleaning of downpipes(include rain tank screen)		✓					
Replacement of any broken, damaged or worn out items, including:							
• light bulbs		✓					
• fluorescent bulbs		✓					
• light switches		✓					
• doors		✓					
• electrical fittings		✓					
• glass panels or panes		✓					
• locks		✓					
• washers and taps		✓					
• stop cocks		✓					
• hot water systems		✓					
• cisterns		✓					
• gas, water, oil or electrical fittings which may become missing, broken, lost, destroyed		✓					
• all other furniture or equipment owned by the lessee		✓					

BUILDING MAINTENANCE CONTINUED

Maintenance Obligation	Responsibility		Inspection/ Maintenance Frequency	Last Completed (date)	By Whom	Next Scheduled date	Comments
	Council	Club					
Replace all broken or damaged items listed above, where the damage has occurred as a result of third parties using the Premises		✓					
Repairs required due to acts of vandalism/theft Please notify Council through the Insurance Claim Form http://www.logan.qld.gov.au/facilities-and-recreation/sport-recreation-and-community-leasing/facility-management)	✓	✓					
Replacement of any gas, water, oil or electrical fittings which become unfit for the purpose for which they are intended to be used	✓						
Maintenance of fastenings (interior and exterior)		✓					
Maintenance of partitions	✓						

GROUNDS MAINTENANCE

Maintenance Obligation	Responsibility		Inspection/ Maintenance Frequency	Last Completed (date)	By Whom	Next Scheduled date	Comments
	Council	Club					
Perimeter fence		✓					
Maintenance of fencing and seating		✓					
Maintenance of retaining walls		✓					
Maintenance of grounds, including:							
• care of garden beds, landscaped areas and park areas		✓					
• sweeping/cleaning of paths		✓					
• general tidiness & maintenance of driveway and carpark		✓					
• collection of refuse and proper disposal		✓					
• pruning		✓					
• control of noxious weeds		✓					
• Lopping and removal of shrubs (subject to Council approval)		✓					
• Lopping and removal of trees (Parks Branch)	✓						

