

CONTRACTORS & TENANTS REPAIR & MAINTENANCE SCHEDULE

	DTZ HELP DESK Telephone: 1300 301 116			
	Building ID:		Lease ID:	
	DESCRIPTION	AAFCANS CONTRACTOR OR TENANT	UGL HELP DESK	COMMENTS
1	Air-conditioning Base Building		✓	Equipment forms part of the essential building services (ie plant air conditioning for the building).
2	Air-conditioning - Supplementary a/c units Excludes a/con installed by Contractor/Tenant		✓	Equipment forms part of government furnished equipment (ie Defence asset) and was not installed by the Contractor/Tenant.
3	Air-conditioning including supplementary a/con units Installed by the Contractor/Tenant	✓		Equipment forms part of the Contractor/Tenants fit-out in the Licensed/Tenancy area.
4	Cleaning External & Common Areas		✓	General common and external areas of the building.
5	Cleaning Licensed/Tenancy Area	✓		
7	Electrical Base Building		✓	Cables, electrical equipment, fixtures and fittings forms part of the essential building services (integrated and infrastructure of the building) not installed or altered by the Contractor/Tenant.
8	Electrical Licensed/Tenancy Area including installation by the Contractor/Tenant	✓		Cables, electrical equipment, fixtures and fittings forms part of the Contractor/Tenants fit-out in the Licensed/Tenancy area.

9	Fire Extinguishers		✓	Equipment forms part of government furnished equipment (ie Defence asset) and was not installed by the Contractor/Tenant.
10	Fire Services Including alarms, reels, doors, sprinklers		✓	Equipment forms part of the essential building services and was not installed by the Contractor/Tenant.
11	General Maintenance External & Common Areas		✓	General common and external areas of the building and may include such as guttering, roof, paved areas etc...
	DESCRIPTION	AAFCANS CONTRACTOR OR TENANT	UGL HELP DESK	COMMENTS
12	General Maintenance Interior & Contractor/Tenant Fit-Out	✓		Interior and fit-out including automatic doors (if applicable), furniture, fixtures and fittings owned by the Contractor/Tenant
13	Glass Breakage Perimeter or External Areas		✓	
14	Glass breakage Contract/Tenant Fit out	✓		
15	Globes and Tubes Includes Licensed/Tenancy Area and Emergency Lights		✓	
16	Landscaping External		✓	
17	Lift Services Base Building		✓	
18	Lighting Globes and Tubes; including Emergency Lights		✓	
19	Lighting External and Common Areas		✓	
20	Pest Control External and Common Areas		✓	

21	Pest Control Licensed /Tenancy Area	✓	✓	General pest and vermin control to be undertaken by the Contractor/Tenant however, infestations will be referred to DTZ Help Desk.
22	Plumbing Base Building		✓	Equipment forms part of the essential building services and unless otherwise damaged by the Licensee, DSRG is to arrange the repair of this equipment.
23	Plumbing Licensed/Tenancy Area	✓		i.e items generally installed by Licensee.
24	Sanitary Disposal Common/Shared Toilets		✓	
25	Sanitary Disposal Internal/Tenancy Area Toilets	✓		
	DESCRIPTION	AAFCANS CONTRACTOR OR TENANT	UGL HELP DESK	COMMENTS
26	Security Base Building		✓	
27	Security Licensed/Tenancy Area	✓		
28	Signage Common/External or Directory Board		✓	
29	Signage Internal/Tenancy Area	✓		
30	Toilet Requisites Shared/Common Toilets		✓	
31	Toilet Requisites Internal/Tenancy Area Toilets	✓		

32	Window Cleaning External		✓	
33	Window Cleaning Internal	✓		
36	Floor & Floor covering		✓	If the floor composition (ie concrete/floor boards) or floor covering (ie carpet or tiles) was not installed by the Contractor/Tenant then issues concerning the floor composition and floor covering is to be logged with DTZ Helpdesk.
37	Painting Licensed/Tenancy Area	✓		
38	Automatic Doors Base Building		✓	