Schedule 4 – MAINTENANCE OBLIGATION MATRIX			
Multi Tenant Building			
TRIM REF: 2020/056045-14			
Landlord (L)	The City		
Tenant (T)			
Item	**L**	**T**	**Components / Materials**
Air conditioning, heating systems, split systems, exhaust fans, ventilation systems	ü		Includes underfloor heating. Excludes maintenance and repair of an Air Con. system that only services your tenancy.
Building Management System	ü		
Car park	ü		Floor surface and line marking, lighting, boom gates, directional signage, walls
Ceilings, walls and skylights (internal)	ü		Ceiling tiles, diffusers, louvers, beams, joists
Cooking and refrigeration equipment, exhaust canopy / cool room		ü	
Curtains, drapes, blinds		ü	
Cleaning (Internal)		ü	Including outdoor play area
Cleaning (External)	ü		
Doors, frames, locks		ü	Internal Automatic, folding, cupboard and all door fittings, roller shutters, locks and hinges
Electrical tagging		ü	All plug-in equipment
Electrical services	ü		Switchboard, distribution board, earth leakage, power points, switches, light fittings, lighting control systems, ceiling fans, scoreboards
Emergency and Exit lighting	ü		
Fences and gates	ü		Fence posts, furniture, locks keys, door closers / hinges
Fire services	ü		Fire extinguishers, smoke detectors, sprinklers, fire alarm, hydrants, hose reels, EWIS and essential services
Internal floor surfaces		ü	Carpet/carpet tiles, tiles, vinyl, polished floorboards, high impact flooring,
External surfaces	ü		External paved/concrete timber deck areas, tiles, grout, PVC tiles/sheets, access/manholes covers/frames
Flyscreens	ü		
Food handling areas in Kitchens		ü	
Furniture		ü	Office equipment, rubbish bins, program/play equipment, meeting tables, lounges, mats

Fixtures and fittings (original fixtures)	ü		Blinds, fixed seating, cupboards, shelves, counters, cabinets/screens, clothes hooks and rails, handrails, fixed clocks, doors, change tables, soap and toilet paper holders, hand driers, hair dryers
General signage		ü	
Glass, windows	ü		Sashes/easements, louvers, balustrades
Graffiti removal	ü		
Gym Equipment		ü	
Hygiene		ü	Sanitary, nappy and mechanical disposal units
Information systems & equipment		ü	Computers, printers, scanners, turnstiles, gates, LCD TVs, internet connections
Intercom	ü		
Keys, locks, security passes/access control equipment	ü		ID system
Laundry Equipment		ü	Refrigerator, washing machine, clothes dryer, dishwasher, food processor etc
Lighting (Internal)		ü	Replacement of luminaires, lamps, tubes, globes
Lighting & controls (External)	ü		
Maintenance access equipment	ü		
PA system	ü		
Painting (External)	ü		
Painting (Internal)		ü	
Paths of travel	ü		
Permanent fixtures	ü		Hot water service, inbuilt cupboards, sinks, boiling water units, stoves, noticeboards, kitchen exhausts, shelving, bench tops, cable trays
Pest control		ü	Excludes termite treatment
Plaques (fixed)	ü		
Plumbing and fixtures	ü		Toilet seats, pans, cisterns, taps, basins, traps, pipes, shower heads, sewerage drains, waste and hot/cold water pipes, rainwater tanks, grease traps, pumps etc. Excludes water pipes and drains within the premises.
Roof access systems	ü		
Roofs, skylights, external walls, spouting and downpipes	ü		Plumbing fittings (downpipes, flashings), external drains, pits, pipes, spouting, downpipes, roof access system, roof ventilators (all types)

Sanitary fittings	ü		Soap/towel/toilet paper dispensers/holders, WC seats/chains, pans, cisterns, wash basins and brackets, sinks and sink tops, urinal bowls and cisterns, cistern syphons, mechanisms, shower curtains/rails, shower heads, flexible hoses
Security systems	ü		CCTV, security lights, alarm, screens
Shade structures	ü		
Statutory signage	ü		
Signage	ü		Wayfinding, branding. Excludes tenant signage.
Staircase and ramps	ü		Nosing, floor covering, treads, risers, handrails, balustrades and glazed panels, fire escapes, access ladders
Tank and potable water sterilisation systems	ü		
Telecommunication Equipment		ü	Fax, photocopier, telephones
Trees	ü		
Utility supply		ü	Water, gas, electricity, PV panels
Vandalism	ü		
Vertical transportation (Lifts)	ü		
Walls (external)	ü		Retaining walls
Waste, soil pipes, drains (within the premises)	ü		Traps/waste/vents pipes and fittings
Windows, locks & window fittings		ü	