**PREVENTATIVE MAINTENANCE SCHEDULE**

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| *To be customised to suit specific work environment* |
| **WEEKLY SCHEDULE** | **DATE:**  |
| **PLANNED ACTIVITY** | **RESPONSIBILITY** | **FREQUENCY** | **M** | **T** | **W** | **T** | **F** | **COMMENTS** |
| **Maintenance Requests** | Plan and prioritise requests for maintenance work |       | Weekly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Vandalism Inspection** | Inspect grounds and buildings for vandalism, graffiti, or damage |       | Weekly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Waste Removal** | Place rubbish bins out for collection |       | Weekly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Housekeeping** | Clean and tidy up all areas: workshop, grounds |       | Weekly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Locks** | Lubricate padlocks (with graphite) subject to weather |       | Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Paths and Roadways** | Check paths to ensure tripping hazards are repaired. |       | Weekly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Clear paths of fallen branches, rubbish etc. |       | Weekly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Playground Equipment** | Check all equipment for splinters, loose fastenings, depth of soft fall (minimum 200mm) under possible impact areas |       | Weekly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Check for any damage to surfacing (i.e. matting |       | Weekly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Check for foreign objects (i.e. glass, needles, animal waste, insects etc.) |       | Weekly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Rake sand pits (covered) |       | Weekly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Check damage to ancillary equipment. (bins fencing, gates etc.) |       | Weekly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Rake sand pits (early learning centre / uncovered) |       | Daily | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Lighting** | Check all external lights to ensure are working (not flickering) |       | Weekly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |

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| **MONTHLY SCHEDULE** | **DATE:**  |
| **PLANNED ACTIVITY** | **RESPONSIBILITY** | **FREQUENCY** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** | **COMMENTS** |
| **Lighting** | Check interior lighting for faulty lights. |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Clean interior and exterior lights |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **External Buildings** | Clean all gutters |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Clean out sumps, gratings, pits, and downpipes |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Check brickwork and external timber work |       | 6 x year | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Check concrete and pavers for movement |       | 6 x year | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Cleaning / dusting of corrugated iron |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Pest control tests |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Asbestos signage is clearly displayed |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Backflow prevention devices |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Storm water pits |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Plumbing** | Carry out visual inspection of taps, sinks, cisterns, toilet pans, urinals and drains |       | Quarterly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service and clean traps to kitchen sinks and hand basins |       | Quarterly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Change drinking water filters (Pura-Tap / chillers) |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Operate pressure release valves on Hot Water Units |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **PLANNED ACTIVITY** | **RESPONSIBILITY** | **FREQUENCY** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** | **COMMENTS** |
| **Grounds** | Check condition of fencing and gates |       | Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Automatic gates service |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service school oval (scarify, fertilize, check for divots) |       | Quarterly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Fertilise lawns |       | 2 x year | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Mow lawns |       | As required | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Weed and replace flower beds |       | As required | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Check operation irrigation sprinklers, controllers, and valves |       | Seasonally | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
|  | Check and remove low hanging or dead tree branches |       | 2 x year | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Conduct visual inspection of all buildings and external grounds |       | Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Arborist assessment conducted on trees |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Electrical** | Conduct push button testing on all RCDs  |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Check all electrical outlets for damage |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Conduct 90 minute battery discharge testing on emergency/exit lights |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Test and tag all portable electrical equipment |       | As required | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Conduct 2 yearly performance tests on all RCDs  |       | As required | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |

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| **PLANNED ACTIVITY** | **RESPONSIBILITY** | **FREQUENCY** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** | **COMMENTS** |
| **Internal Building** | Check and service all latches, locks, window winders, hinges, and door closers |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Check operation of windows and doors |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Curtains and Blinds – check and clean |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Carpet cleaning/replacement |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Check Painting/paint as required |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Check tiling/repair |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Bi-fold door service |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Automatic door service |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Air Conditioner Fans / Ventilation** | Clean reverse cycle air-conditioner filters |       | Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Clean exhaust fans, range-hoods, kilns |       | Quarterly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Clean ventilators |       | Quarterly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service evaporative air-conditioners pre-season (insert sterilising tablet) |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service evaporative air-conditioners post season shut-down |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service reverse cycle air-conditioners |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service and performance test fume cupboards  |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service Extraction Systems |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
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| **Gas / Heating Appliances** | Service all gas equipment |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service heating units |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Inspect flues for blockages or damage |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Check/service boiling water units |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Fire Safety** | Servicing of fire extinguishers |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Servicing of hose reels |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Servicing of fire blankets |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Smoke alarm systems |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Smoke control systems |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Fire sprinkler system |       | 6 Monthly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Plant and Equipment** | Service lawnmower |       | Manufacturer | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service tractor |       | Manufacturer | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service brush cutter |       | Manufacturer | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service hedge trimmer |       | Manufacturer | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service trailer |       | Manufacturer | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service grounds utility |       | Manufacturer | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Service Lifts (goods and person) |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **External Fixtures** | Anchor points on roof |       | Annually | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |