#### **Facilities maintenance obligations**

**Site Details:** [Insert physical address and name of building]

|  |  |  |  |
| --- | --- | --- | --- |
| Obligation | Detailed description of the maintenance required | Responsibility | Action date  (if applicable) |
| Ground maintenance, landscaping & gardening | e.g. Lawns need to be mowed | e.g. Landlord |  |
| Plant room maintenance |  |  |  |
| HVAC maintenance |  |  |  |
| Drainage/plumbing |  |  |  |
| Lighting/fixtures |  |  |  |
| Carpentry & joinery |  |  |  |
| Management systems |  |  |  |
| Lifts |  |  |  |
| Signage |  |  |  |
| Electrical appliance, tagging & testing |  |  |  |
| Security & alarm systems maintenance |  |  |  |
| Photo ID & Visitor Access Control, CCTV |  |  |  |
| Security Guard Services |  |  |  |
| Door & gate services |  |  |  |
| Finishing materials |  |  |  |
| Doors, windows & glass |  |  |  |
| Carpets/floor coverings |  |  |  |
| Ceiling tiles |  |  |  |