

# DOOLEY'S CARETAKING SCHEDULE

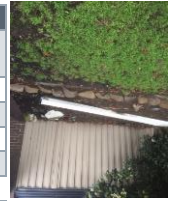


Dooley's Caretaking

## Scheduled

Date last completed

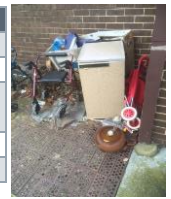
Garden	Description	Date	Date2	Date3	Date4
Mow grass	Nature Strip and between drive	20/07/2015			
Remove debris/rubbish	Garden beds and back fence				
Cut back branches/prune	Along path				
Report on any hazards or waste	General Garden beds				
Remove weeds	Remove and spray weeds around garden areas	20/07/2015			



Driveway/Paths/Parking	Description	Date	Date2	Date3	Date4
Remove Debris	Remove and dispose of general waste in bins provided				
Check drains	If accessible remove built up debris				
Garage doors/Gates	Lubricate hardware. Inspect mechanism for free travel.				
Report on slip hazards	Report to manager if additional pressure cleaning or sealer required				
Basement or crawl space	Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects.				
Tiles	Clean where appropriate				



Lighting and Electrical	Description	Date	Date2	Date3	Date4
Heating and cooling systems	If accessible check all is intact, remove debris if possible				
Boilers and Hot water	Ensure debris are clear of working equipment				
Lighting	Check all common area lighting where possible replace globes as required				
Other	General check of equipment to report any obvious hazards				
Smoke detector	Replace batteries or report (hardwired) 6 monthly				



Exterior	Description	Date	Date2	Date3	Date4
Foundation and general structure	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages and report to manager				
General	Report visual findings to manager (clothes on balcony/bikes foyer)				
Fences/Boundaries/Other	Remove graffiti where possible/quote on larger jobs to manager				



Interior	Description	Date	Date2	Date3	Date4
Check and replace general lighting as required	Globe replacement \$7.00 plus cost				
General	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages and report to manager				
Entrance Foyer	Ensure clean and no hazards, clean floors and furniture, remove cobwebs, remove scuff marks where possible				
Stairwells/ Lifts	Vacuum/sweep where possible				
Signage/Exit doors	Ensure appropriate signage is intact, paths of travel clear and extinguishers and essential services accessible				
Windows	Clean accessible interior glass				

## Additional Requirements

Date last completed

Plumbing	Description	Date	Date2	Date3	Date4
Water heater	Flush out hot water to remove accumulated sediment.				
Drains and Gutter	Remove debris from accessible drains and gutters (as quoted)				
External	Description	Date	Date2	Date3	Date4
High pressure clean drive and	Annual clean of these areas using high pressure clean (as quoted)				
Bins	6 Monthly high pressure clean of bins (as quoted)				
Pest Control	Ongoing maintenance of rodents under pest management plan (as quoted)				
Gardens	Fertilise and weed spray garden areas and paths (material charge)				
Internal	Description	Date	Date2	Date3	Date4
Carpets	Steam clean carpets (as quoted)				
Tiles/Concrete other	Floor polish annually (as quoted)	1/08/2015			
Other					