

## Former Benalla Migrant Hostel

### Maintenance Schedule

Item No	Area	Location/Reference	Recommended Action	Recommended Frequency (months)	Skills required	Comments
M01	B1, 2, 10, 11, 63-66 & Balloon	Eaves Gutters	Check eaves gutters are clean and unobstructed. Clear away all debris and obstructions.	6	Plumbers assistant	
M02	All of site	Generally	In conjunction with M05 carry out walk around visual inspection of the site including landscape, infrastructure, exterior and all rooms, of all buildings, and take action on defects noted.	12	Trained heritage building inspector	
M03	Landscape	All of site	Check open gutters are clean and unobstructed. Clear away all debris and obstructions.		Plumbers assistant	
M04	All of site	Generally	Carry out walk around visual inspection of site, during rain, checking effectiveness of drains, gutters, downpipes, etc, and take action on defects noted.	12	Trained heritage building inspector	
M05	All buildings	External painted timberwork.	In conjunction with M02, visually inspect timber windows and doors and check general operation. Inspect paint coating of all external painted timberwork for degradation including cracking and flaking. Take action on defects noted and amend repainting schedule accordingly.	12	Trained heritage building inspector	
M06	B65	Roof	Inspect original corrugated Asbestos Cement roofing and accessories for physical damage, general condition and or disturbance which could cause release of previously bound asbestos fibres.	12	Trained asbestos inspector	
M07	All buildings, except B66	Timberwork and stumps	Inspect for any evidence of termite infestation in & around the building generally. Visually check all sides of all physical connections between the lower level of the subfloor framing and the ground for any evidence of termite tracking including mud tunnels. This includes all faces of all stumps, electrical conduits, water pipes, downpipes etc.	12	Trained termite inspector	
M08	B66	Timberwork and building perimeter.	Inspect for any evidence of termite infestation in & around the building generally. Visually check the building perimeter, slab edge, conduits, pipes, downpipes etc for any evidence of termite tracking including mud tunnels. Remove any firewood or other articles stacked against the building and rake up debris from around the building and dispose of.	12	Trained termite inspector	B66 has had a concrete slab retrofitted to the building after the building has been propped on bricks along the external walls. As such the slab edge is not smooth and even and there is much opportunity for hidden termite entry.
M09	All buildings	Fire extinguishers	Ensure all fire extinguishers are inspected as per Australian Standards	6	Trained extinguisher service person	
M10	All buildings	Essential Safety Measures	Establish essential safety measures present and/or required in each building. Source an Essential Safety Measures Logbook for each building.	Once off, initially.	Municipal Building Surveyor?	The required essential safety measures may be difficult to determine. If a building has been relocated, or the building has changed use (as most have) then the building may have been required to meet Building Requirements as at that date and may have more extensive safety measures required than at it's construction.
M11	All buildings	Essential Safety Measures	Carry out Essential Safety Measures maintenance as required, for each building.	6	Dependent on each measure.	Whilst this has been listed with a recommended frequency of 6 months, the frequency of the activity will be determined by the needs of the specific measures.

#### Floor & Roof Plans

Abbrev.

\* NABC: (Not Affecting Building Condition) A condition that is predominantly an aesthetic concern and not one that, if allowed to continue, is likely to cause or involve deterioration of the extant building fabric.

Notes:

- 1 This spreadsheet may be sorted to suit the user, using the data sort feature. Users unfamiliar with this feature can see the link listed below.  
<https://support.office.com/en-au/article/Sort-data-in-a-range-or-table-62d0b95d-2a90-4610-a8ae-2e545c4a4654?CorrelationId=8ee655a5-2dee-4800-a1b2-3812b0362653&ui=en-US&rs=en-AU&ad=AU>
- 2 Photos on this spreadsheet are hyperlinked to the photo files stored on Dropbox. Should you have difficulty accessing the files, contact the client contact listed at the top of this spreadsheet.