

SINSW PROACTIVE MAINTENANCE STANDARDS – (Revision E)

SCHOOL INFRASTRUCTURE NEW SOUTH WALES [SINSW]	SINSW PROACTIVE MAINTENANCE STANDARDS	TITLE BLOCK	
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REVISION	CHANGES
C	Remove Test and Tag from Proactive Service #7 and create a new Proactive Service # 28 Titled “Test and Tag”
D	<ol style="list-style-type: none"> 1. Fire Door items incorrectly located in Mechanical Services 2. Service #14 – Gas Storage – servicing requirements updated
E	<ol style="list-style-type: none"> 1. Scope – Additions to scope <p><u>Amended Service Frequency</u></p> <ol style="list-style-type: none"> 1. Service #3 – Fume Cupboards – service frequency updated to 6 monthly from yearly 2. Service #7 - Lighting, Access Systems, Switchboards, Emergency Stop Buttons – service frequency updated to 6 monthly from yearly 3. Service #11 – Pumping Stations – Service frequency for switch gear – service frequency from 6 monthly to yearly 4. Service #12 – Grease and Clay Arrestors and Dilution Pits – service frequency from 3 monthly to 6 monthly 5. Service #19 – Roof and Gutter Cleans, Stormwater Pits, Strip Drains and Closed/Charged Systems – service frequency from yearly to 6 monthly 6. Service #24 – Pest Control – service frequency from yearly to quarterly <p><u>Updated Service Description and/or Title</u></p> <ol style="list-style-type: none"> 7. Service #4 - Workshop Equipment 8. Service #7 - Lighting, Access Systems, Switchboards, Emergency Stop Buttons – UPS & RCD 9. Service #8 - Potable Water Storage Tanks 10. Service #12 – Grease and Clay Arrestors 11. Service #13 – Gas Lines, Manifolds, Flame Arrestors, Gas Ovens/Stoves and Heaters – Title Change 12. Service #19 – Roof and Gutter Cleans, Stormwater Pits, Strip Drains and Closed/Charged Systems 13. Service #21 – Tree Maintenance 14. Service #23 – Solar Installations 15. Service #24 – Pest Control 16. Service #27 – Commercial Kitchen Equipment (service items listed) 17. Service #28 – Test and Tag of Portable Electrical Equipment 18. Service #30 – Water Filtration Systems – new service separated from #8 <p><u>New Service</u></p> <ol style="list-style-type: none"> 19. Service #29 – Emergency Lighting (from Service #7) 20. Service #30 – Water Filtration Systems (from Service #8) 21. Service #31 – Annual Fire Safety Statements (from Service #16) 22. Service #32 – Aerated Waste Treatment Systems 23. Service #33 – Bushfire Hazard Mitigation Program 24. Service #34 – Water Quality Testing 25. Service #35 – Electrical Audit 26. Service #36 – Annual Carpet Cleans 27. Service #37 – High Level Window Cleaning 28. Service #38 – Asbestos Resurvey <p><u>Add Item to Service</u></p> <ol style="list-style-type: none"> 29. Service #12 - Grease and Clay Arrestors and Dilution Pits – Addition to Service #12 from Service #8 – Dilution pits 30. Service #16 – Fire Seals and Collars 31. Service #17 – Eye Wash Units and Safety Showers – Eye Wash Units 32. Service #19 – Roof and Gutter Cleans, Stormwater Pits, Strip Drains and Closed/Charged Systems – Leaf guard <p><u>Remove Service or item</u></p> <ol style="list-style-type: none"> 33. Service #4 - Workshop Equipment – Kilns only 34. Service #7 - Lighting Access Systems – Ceiling fans only 35. Service #8 - Water Filtrations Systems - Tap sets, Zip Boiler Units, Hot Water Systems only 36. Service #10 – Backflows and Thermostatic Mixing Valves - Gas Meters only 37. Service #20 - Artificial Turf and Softfall 38. Service #22 - Grounds Maintenance and Site-Specific Hazardous Material Management Plans

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1. Scope:

1. Proactive maintenance is scheduled maintenance designed to enhance an assets life cycle and can be either a combination or all the below:
 1. Servicing to ensure adherence to all required standards.
 2. Assurance of correct asset function.
 3. To meet warranty requirements.
2. It is the responsibility of the Local Contractor (herein LC) to provide Proactive maintenance services to comply with all current Statutory, Legislative, Educational Facilities Standards and Guidelines, SINSW Asset Maintenance Standards and all manufacturers servicing and maintenance requirements for works performed on all assets.
3. The Proactive maintenance frequency periods as provided and issued by SINSW may not be definitive, and as such the LC shall review issued Work Orders to ensure that Proactive maintenance will be conducted in accordance with the clauses above. Where the LC believes additional further scope is required (for example, an increased maintenance frequency on an asset) the LC is to report on any additional work required and provide a price submission through the Work Order Management System for SINSW and/or its representative's approval. These submissions are to be at the agreed pre-approved rates and will be reviewed for approval by SINSW and/or its representative. These submissions shall detail the requirement of the increased scope.
4. The LC shall provide adequate record keeping including all servicing details, records and reports as required by the above clauses and in a format approved by SINSW.
5. The LC shall ensure the site and assets are left clean, tidy and safe. This includes the removal of all debris, waste, replaced parts and any other consumables form site unless otherwise agreed by the SINSW representative.
6. Any replacements are to be 'like for like 'or an appropriate substitution approved by the SINSW representative.
7. It is the responsibility of the Local Contractor to provide the appropriate access systems required to conduct any Proactive service.
8. It is the expectation that any proactive service will not take longer than one week to complete.

2. Asset Data:

- a. The LC in completing proactive services is required to make recommendations to update, add and or delete asset related data if the requirement arises to do so.
- b. Data is required to be added in the format provided by SINSW. This will include but not be limited to:
 1. Element
 2. Component
 3. Item
 4. Attribute
 - i. Building and room location
 - ii. Make
 - iii. Model
 - iv. Type
 - v. Year of installation.

3. Documentation and Reference Information:

- a. During (and/or) after a service the LC must complete a service report. This report shall be in a format to SINSW's approval and must detail the actual work performed on the asset. The report shall include a statement from the LC that the service was carried out in accordance with the relevant applicable standards (*as mentioned in 1.b*) which must be specific and relatable to each asset the service was carried out against.

(Note: SINSW may provide a template to the LC at SINSW discretion)

- b. It is a requirement for claiming and close out purposes that the LC completed and upload all required documents into the SINSW Work Order Management System. This includes but is not limited to:
 1. LC Service Report
 2. Relevant local authorities' documentation (as required)
 3. Additional documents as per Table 1 below

Service # 1 – Safety Systems

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
1	Safety Systems	Inspection and review of all safety installations to ensure system/s meet relevant standards. Update compliance plate with date of inspection and next inspection due date.	Roof and Roof Structures	Safety Systems	Access hatch / door	Yearly	Create and maintain a marked-up plan of locations throughout each site for all items. Update compliance plate with date of inspection and next inspection due date.
					Access ladder		
					Access point		
					Crawler boards		
					Platform and gantry		
					Roof anchors		
					Strop line		
					Static line		
					Bracket		
Compliance plate							

Service # 2 – Motor Driven Doors

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
2	Motor Driven Doors	Visual inspection of element and associated components to check for deterioration – check correct operation inclusive of limit switches and failsafe's; check operation of element ancillary controls if fitted; test operation of back-up power supply if fitted; clean track/chain as required and lubricate as per manufacturer recommendations.	Doors (including fire doors)	Motorised	Bi fold	Yearly	
					Panel		
					Commercial Roller Shutters		

Service # 3 – Fume Cupboards

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
3	Fume Cupboards	Perform smoke test, face velocity test, inspect and clean filters; check alarm is operational; remove and clean baffles and rear of chamber and report any damage to the unit. Test for overall compliance with the Standard and supply and affix label.	Mechanical services	Fume Cupboard	Scrubber and wash down facility	6 Monthly	
					Fire damper		
					Air cleaning device		
					Thermal detector		
					Sprinkler heads		
					Fans		
					Motors		
					Drives (including belts)		
					Bearings		
					Discharge stack		
					Make- up air balance		
					Emergency isolator		
Automatic isolator							

Service # 4 – Workshop Equipment

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
4	Workshop Equipment	Inspection of equipment for defects Test functionality, check guarding, condition of cabling and ensure all safety requirements are met. Complete test report.	Fitments	Workshop Equipment	Air compressors, portable and fixed	Yearly	Site specific Equipment register
					Bandsaw		
					Bench shears		
					Circular saw, tilting arbour		
					CNC machines- lathe, milling machine & router		
					Cold saw		
					Dowling machine		
					Drill, bench, or floor mounted		
					Drilling machine - bench		
					Drilling machine - floor mounted		
					Drilling machine - milling		
					Drilling machine - geared head		
					Dust extractor - portable		

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
					Edge tool sharpening machine - wet stone grinder/ wet stone sharpener		
					Electric welders (Arc) - GMAW		
					Electric welders (Arc) - MIG		
					Electric welders (Arc) - Stick		
					Electric welders (Arc) - TIG		
					Folder magnetic		
					Fume exhaust		
					Fume extractor, portable for welding		
					Grinder / Buff, bench or pedestal including combination		
					Guillotine – metal cutting (manual)		
					Hydraulic press - less than or equal to 35 tonnes		
					Jointer / Planer		

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
					Lifting equipment - chains		
					Lifting equipment - hooks		
					Lifting equipment - pulleys		
					Lifting equipment - slings		
					LPG heat treatment furnace		
					LPG heating torch set		
					LPG soldering furnace		
					Metal cutting bandsaw - horizontal & vertical		
					Metal finisher		
					Metalwork lathe (including geared head, with or without DRO)		
					Mortising machine		
					Oxy-acetylene welding set		
					Pan brake - manual		
					Panel saw		
					Pipe bender & stand		
					Plasma cutting system		
					Power hacksaw		

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
					Ring rolls - manual		
					Rolls, sheet metal - manual		
					Router table		
					Sander - belt		
					Sander - disc		
					Scroll saw - fixed only		
					Shaping machine		
					Spot welder/ Resistance welder - fixed and portable		
					Swage & Jenny		
					Thickneser		
					Woodwork lathe		

Service # 5 – Suspended Backboards

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
5	Suspended Backboards	Visual inspection of fixings, winding mechanism, cabling, cabling fittings and any other associated items for correct operation/deterioration – test correct operation	Fitments	Sporting Equipment - internal	Backboards	Yearly	

Service # 6 – Fixed Sporting Equipment and Playgrounds, Flagpoles

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
6	Fixed Sporting Equipment and Playgrounds, Flagpoles	Visual inspection of fixings, posts and ancillary equipment for correct operation/deterioration – test correct operation	External Movement Areas and Grounds Maintenance	Playground	Climbing nets	Yearly	
					Sensory & Learning		
					Slide		
					Spinners		
				Sports Court & Equipment	AFL posts		
					Basketball ring and backboard		
					Bike rack		
					League posts		
					Netball posts		
			Fitments	External Furniture	Tennis nets (posts)		
Flagpole							

Service # 7 - Lighting, Access Systems, Switchboards and Emergency Stop Buttons

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
7	Lighting, Access Systems, Switchboards and Emergency Stop Buttons	Visual inspection of element to check for deterioration – check correct operation inclusive of limit switches and failsafe's; check operation of element ancillary controls if fitted; Test operation of back-up power supply if fitted; clean track/chain as required; and lubricate as per manufacturer recommendations.	Electrical System (installation)	Access system	Boom gate - automatic	Yearly	
					Automated gates	Yearly	
				Alarm	Panic / distress button	Yearly	
					Panic / distress intercom system	Yearly	
		Building Management System	Field	Yearly			
			Automation				
		Visual inspection of element to check for deterioration; test PE cell/timer to security lighting for correct operation; RCD test to perform better than the maximum trip time as stated by the relevant standard.	Electrical System (installation)	External security lighting	Passive Infrared Sensor (PIR Sensor)	Yearly	
				Fans & heaters	Large Fans Heaters	Yearly	

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
		<p>Uninterrupted Power Supply (UPS) that provide power to a computer server are not to be included in this service.</p> <p>Note: Any RCD testing that will require a disruption to IT infrastructure (eg: network cabinets, servers and network equipment) will require the school to log a request with EDConnect to organise a suitable outage window to ensure smooth shutdown of these devices.</p>		Power	<p>Batteries Circuit Breakers Residual Current Devices Switchboard Transformer Electrical Board</p>		
					Emergency Stop Button	Yearly	
				Switchboards, panels and metering	Inverter	Yearly	
					Distribution Board		
				UPS	Battery Inverter Rectifier Static Bypass		
				Vehicle Charge Stations			
				Lightning Protection Systems			

Service # 8 – Potable Water Storage Tanks

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
8	Potable Water Storage Tanks	Empty and clean out of potable water storage tanks including the removal of any sludge, slurry and debris from the bottom of the tank and then refill.	Hydraulic Systems	Potable Water Storage	Tank	Yearly	

Service # 9 – Lifts, Platform Lifts and Hoists

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
9	Lifts, Platform Lifts and Hoists	Visual inspection of all elements to check for deterioration – check correct operation inclusive of limit switches and failsafe’s; check operation of emergency communications device; check operation of element ancillary controls if fitted; test lift car operation meets local requirements; test operation of back-up power supply if fitted; clean track/chain/guides as required; and lubricate as per manufacturer recommendations.	Lifts & Platforms	Electrical System (installation)	Control panel	3 Monthly	
					Control unit (Controller)	Yearly	
					Drive Unit (VSD)		
					Lighting		
				Dumbwaiter	(blank)		
				Hoists	TBA		
				Lift Car	Button stations		
					Communications		
					Door		
					Hydraulic		
				Lift Landing	Interior finishes		
					Buttons		
				Lift Motor Control Room	Level indicator (light)		
					Fire Service		
					Governor	6 Monthly	
				Hoisting & Governor ropes			
Lift Shaft	Machine	Yearly					
	Car & counterweight frame						



Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
					Car & counterweight guide shoes		
					Fire service	3 Monthly	
					Guiderails	Yearly	
					Hydraulic		
					Lift well static equipment		
					Multiplying (2:1) sheaves		
				Pit	Emergency ladder		
					Pump		
					Waterproofing		
				Registration	Lift Registration		
				Stage Lifts	(blank)		
				Stair Lifts	(blank)		

Service # 10 – Backflows and Thermostatic Mixing Valves

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
10	Backflows and Thermostatic Mixing Valves	Inspect, test, clean and document and submit to relevant local authorities.	Hydraulic Systems	Pipe Reticulation	Backflow prevention device	Yearly	
					Thermostatic mixing valve		

Service # 11 – Pumping Stations

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
11	Pumping Stations	Hose down wet well and clean components; test level sensor operation and condition; test pump and valve operation and condition; record motor and electrical testing results.	Hydraulic Systems	Pump (excluding Motors)	Centrifugal	Yearly	
					Piston		
					Cables/wiring		
					Contacts		
					Control		
					Enclosure/Kiosk (Switch Board)		
					Float switch		
					Fuses		
					Indicator panel		
					Level sensors		
					Macerator		
					Overflow indicator		
					Pump (motor, guide bards, lifting chain & gear)		
					Residual Current Device (RCD)		
					Reflux valve		
Relays							
Signage							
Wet well							
Switch gear							

Service # 12 – Grease and Clay Arrestors and Dilution Pits

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
12	Grease and Clay Arrestors and Dilution Pits	Inspect, pump out and clean pit and associated items. Document for local authority as required.	Hydraulic Systems	Traps & Separators	Grease arrestor	6 Monthly	
					Plaster/Clay arrestor		
					Dilution Pit		

Service # 13 – Gas Heaters, Manifolds and Gas Supply Lines

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
13	Gas Heaters, Manifolds and Gas Lines to: - Flame Arrestors -Gas Ovens/Stoves	Inspection for leaks and damage – service all components. Service required to be conducted term 1 of each year.	Gas Service	Heaters	Adjusters	Yearly	
					Switch		
					Valves		
				Manifold	Flashback arrestors		
					Hoses		
					Pressure gauge		
					Regulator		
					Valves		
				Piping	Branch lines		
					Drop lines		

Service # 14 – Gas Storage

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
14	Gas Storage	The following is to be completed as per the Relevant standards; 1. Inspections to be completed by competent person. 2. Manifest prepared and submitted for each site. 3. Annual Registration of Plant	Gas Service	Gas Storage	Tanks and Bottles	Yearly	Manifest

Service # 15 – Mechanical Services

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
15	Mechanical Services	Inspect and test all systems as per all standards on all mechanical air systems and their associated components. Ensure all systems are clean and clear of any dust or debris. This includes dust extraction hoppers and the associated room. Air conditioner filters to be cleaned.	Mechanical Service	Air Conditioning	Casing/HVAC plant housing	6 Monthly	
					Chilled water		
					Condensers – air cooled		
					Dampers (automatic)		
					Dampers (manual)		
					Direct expansion		
					Heating/cooling coil (evaporator)		
					Ductwork		
					Electric motors		
					Electric resistance		
					Heater elements (zone or central)		
					Fans (belt drives)		
					Fans (Direct drives with flexible couplings)		
					Fan coil unit		
					Filters (dry media & panel filters)		
Heating hot water							
Refrigeration pipework							
Variable Refrigerant Flow							
Water pipe work							

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
				Extraction System	Collection bag	6 Monthly	
					Dampers		
					Ductwork		
					Fan		
					Filters		
					Fume filter		
					Hoods		
					Hoppers		
					Screening fine dust		
				Fresh Air System	Dampers	6 Monthly	
					Ductwork		
					Fans		
					Filters		

Service # 16 – Fire Services (including Hand-held)

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
16	Fire Services (including Hand-held)	All fire services to be inspected to confirm compliance with AFSS, Australian Standards, EFSG, manufacturer's specifications and any other relevant standards or specifications.	Doors (including fire doors)	Fire Door	Fire shutters	Yearly	
					Kinetic counterweight	3 Monthly	
					Solid core - double		
					Solid core - single		
				Hardware	Closer	6 Monthly	
					Damper - fire rated	Yearly	
					Door leaf sequencer	6 Monthly	
					Electrical - push pad/switch	Yearly	
					Electromagnetic door holder		
					Hinges		
					Motor		
					Opener (handles)		
					Panic bar		
					Pulley		
					Seals	6 Monthly	
Sensor	Yearly						
Top track roller & brackets							
Weather bar deflector							

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
			Fire Protection	Alarm system	Alarm signal monitoring	Monthly	
					Aerosol fire extinguishing agent		
					Emergency warning and intercommunication systems		
					Fire Detection Control and Indicating Equipment (FDCIE)		
					Fire Detection Control and Indicating Equipment (FDCIE) interface controls	Yearly	
					Fire indicator interface controls	Monthly	
					Gaseous fire extinguishing agent	Monthly	
					Pipe work	Yearly	
					Protected area detection		
					Room integrity		
					Smoke alarms and heat alarms		
					Smoke detectors and heat detectors		

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
					VAD (Visual Alarm Device)	Monthly	
					Valves	6 Monthly	
				Curtains	Fire retardant curtains	Monthly	
				Dampers	Fire resistant damper	Yearly	
			Intumescent damper				
			Smoke and heat vent				
			Smoke dampers				
			Hydrants	Attack hydrant	Monthly		
				Booster hydrant			
				Booster pump			
				Booster pump control board			
				Feed hydrant	6 Monthly		
				Fire water tank	Yearly		
				Hose reel	6 Monthly		
				Interface equipment			
				Lay-flat hose			
				Pipe work			
				Signs & labels	Yearly		
				Street hydrant			
				Valves	6 Monthly		
				Portable			
			Fire blankets				
				Fire extinguishers portable/wheeled			

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
				Sprinkler system	Automatic fire suppression system	Monthly	
					Booster pump		
					Booster pump control board		
					Wall wetting and drencher systems		
				Stair pressurisation system	All Systems	3 Monthly	
				Collars and Seals	Fire Collar	Yearly	
					Fire Seal		

Service # 17 – Eye Wash Units and Safety Showers

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
17	Eye Wash Units and Safety Showers	Servicing of all associated components	Hydraulic Systems	Fitments	Eye Wash Unit	Yearly	
					Safety Shower		

Service # 18 – Pools, Hydrotherapy Pools and Spas

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
18	Pools, Hydrotherapy Pools and Spas	<p>Visual inspection of all elements to check for deterioration or vandalism – check correct operation of heating and filtration, inclusive of normal operation and failsafe’s; check operation of element ancillary controls if fitted; all testing and maintenance to be as per manufacturer recommendations.</p> <p>Check that all associated safety measures are in place and functioning correctly.</p>	Fitments	Hydrotherapy	Chlorinator	Yearly	
					Filter		
					Pipework		
					Pool		
					Spa	Weekly	
					Water testing and vacuum		

Service # 19 – Roof and Gutter Cleans, Stormwater Pits, Strip Drains and Closed/Charged Systems

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
19	Roof and Gutter Cleans, Stormwater Pits, Strip Drains and Closed/Charged Systems	Visual inspection and clean to ensure roofs and gutters and downpipes are free of debris, lichen and other foreign object; clean out ALL stormwater pits and grated drains to ensure continuous flow; clean out all associated items within charged systems (first flush, tank inlet, etc.) Remove and clean leaf guard where possible, not to be removed if they can't be refixed in place. Provide a report where removal is not possible.	Roof and Roof Structures	Barge	Sheet metal	6 Monthly	Complete services checklist – update AMS plan of stormwater pits, drains
				Roof Tile	Ridge capping		
					Tile		
					Verge capping		
				Sheeting	Flashing		
					Sheet		
				Skylight	Deck-mounted		
					Dome/tubular		
					Ventilating		
				Stormwater	Downpipe		
					Gutter		
					Rain head		
					Leaf guard		
Ventilator	Whirly bird/rotating cowl						
Waterproofing	Membrane						

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
			Stormwater	Closed/Charged system	Tanks	6 Monthly	
				Inlet/Outlet	Surface channel/Strip drain		
				Pits	Concrete		
					Pit lids		
					Pit riser		
					Plastic		
					PVC		
				Stormwater pipe	PVC		

Service # 20 – Artificial Turf and Softfall – NOT REQUIRED

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
20	Artificial Turf and Softfall	Visual inspection of all elements to check for deterioration or vandalism. Inspect sand, wood chip and/or mulch Softfall for correct depths to meet playground fall heights; inspect hardstand for deterioration or erosion. Any work required to meet playground fall heights and manufacturer's recommendations are to be noted on service report.	External Movement Areas and Grounds Maintenance	Pavement	Artificial Turf	Yearly	
				Softfall	Rubberised		
					Sand		
					Sandpit		
					Woodchip		
				Sports Court & Equipment	Sports court		
Sports field							

Service # 21 – Tree Maintenance

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
21	Tree Maintenance	<p>Annual inspection and report by Arborist AQF5 of trees on site in regard to tree stability, safety and health as per Department’s Tree Management Guidelines.</p> <p>Definition: A tree is a perennial plant with a self-supporting woody stem that has any of the following characteristics;</p> <ol style="list-style-type: none"> 1. A spread of more than 3 metres; or 2. A height of more than 6 metres; or 3. A trunk diameter of more than 300mm measured at the base. <p>All trees that are classified medium or high utilisation or medium to high likelihood of failure are to be reported.</p> <p>1. Utilisation of the site Should a tree fail it has potential for a greater impact in proximity to persons or property.</p> <ul style="list-style-type: none"> • High-use areas, (Frequent) around buildings, pathways and where students and staff congregate e.g. games court, hall or canteen 	External Movement Areas and Grounds Maintenance	Landscaping	Tree	Yearly	<p>Full tree report and mapping with new identification if none exists</p> <p>Tree Management Guidelines supplied by AMU</p>

		<ul style="list-style-type: none"> • Moderate-use areas, (Occasional) such as open play areas, generally where persons are moving • Low-use areas, (Rare) where access by staff and students is infrequent, such as 'out of bounds' or under-utilised areas of open space. <p>2. The hazard posed by individual trees, relates to defects or tree structure.</p> <ul style="list-style-type: none"> • High likelihood of failure – these trees have defects which make them likely or very likely to fail in a way that persons may be significantly injured or property damaged. When such trees are in proximity to persons or property such as a High-use area in a school, the extent of the risk is compounded by the size of the tree or tree part and categorised as high or extreme risk. • Moderate likelihood of failure – these trees are unlikely to pose a significant risk, except in High-use areas of schools, where mitigation rather than tree removal is undertaken. • Low likelihood of failure – these trees are generally of low/negligible risk in any areas of schools, and may require very minor work, if any, to reduce risk. 					
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Service # 22 – Grounds Maintenance and Site-Specific Hazardous Material Management Plans - NOT REQUIRED

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
22	Grounds Maintenance and Site-Specific Hazardous Material Management Plans	Visual inspection of all elements to check for deterioration or vandalism – inspect garden beds for correct soil depths and inspect grassed area for deterioration or erosion to ensure turf coverage to area and provide report. All reported maintenance requirements to be as per manufacturer recommendations.	External Movement Areas and Grounds Maintenance	Landscaping	Garden-Bed	Yearly (or as required by site-specific Asbestos Management Plan)	
					Geofabric		
					Grass		
					Mulch		
				Pavement	Topsoil		
					Tactiles		
					Sports court		
Sports Court & Equipment	Sports field						

Service # 23 – Solar Installations

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
23	Solar Installation	Visual inspection of all elements to check for deterioration or vandalism. Conduct performance test to ascertain optimum operation. Inspect all P/V array mountings to ensure integrity. Check and clean solar array panels to ensure cleanliness. All reported maintenance requirements to be as per manufacturer recommendations.	Electrical System (installation)	Solar Systems	Batteries	Yearly	
					Hydro panels		
					Inverter		
					Isolators		
					Panels		

Service # 24 – Pest Control

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
24	Pest Control	External spray of all buildings, outdoor equipment and fence lines for cockroaches and spiders. Internal spray of all kitchen spaces for cockroaches and spiders. Refill existing bait stations. Report on any other pest control measures required.	Pest Management	Floor	Sprays	Quarterly	
				Footings	Ant caps		
					Termite control system - baits		
					Termite control system - liquid termiticide		
					Wire mesh		
				Grounds	Bird roosting deterrents		
					Rodent control system – baits		
					Termite control system - baits		
				Roof	Bird roosting deterrents		
					Wire mesh		
				Walls	Ant caps		
					Termite control system - baits		

Service # 25 – Security Systems & CCTV

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
25	Security Systems and CCTV	Visual inspection of all elements to check for deterioration or vandalism – test system to ensure correct operation of all elements; test battery backup and ensure all components are clean; all testing and maintenance to be as per manufacturer recommendations.	Security Systems & CCTV	Electronic Access Controls	Access controlled door reader	Yearly	
					Batteries & power supplies - Commercial		
					Door controllers		
					Reed switch		
					Electric mortice lock		
					Electric strike		
					Emergency break glass release switch		
					Emergency lockdown button		
					External Equipment Enclosure		
					Keypad		
					Magnetic lock		
					Motion detectors		
					Request to Exit/Enter Button (REX)		
					Security reticulation cabling		
Audio intercom							
Video intercom							

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
				Intruder Alarm	Battery backup	Yearly	
				Intruder Alarm	LAN termination box		
				Intruder Alarm	Control panel - Commercial		
				Intruder Alarm	Keypads		
				Intruder Alarm	Key vault - keying		
				Intruder Alarm	Motion detector		
				Intruder Alarm	Siren/strobe		
				Intruder Alarm	Screamer		
				Intruder Alarm	Communications module		
				Intruder Alarm	Expander		
				Intruder Alarm	Master key switch		
				Intruder Alarm	Remote key switch		
				Intruder Alarm	Hybrid card		
				Intruder Alarm	Decnav		
				Intruder Alarm	Master – Proprietary		
				Intruder Alarm	Batteries & Power Supplies - Proprietary		
				Intruder Alarm	Slave A & B - Proprietary		
				CCTV	Cabling		
				CCTV	Camera		
				CCTV	Network video recorder		
				CCTV	Monitor		

Service # 26 - Teaching and Learning Machinery/Tractors

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
26	Teaching and Learning Machinery/Tractors	Visual inspection of all elements to check for deterioration or vandalism – check correct operation inclusive of normal operation and fail-safes; inspect rollbars if fitted; complete Safety / Defect Inspection checklist; all testing and maintenance to be as per manufacturer recommendations.	Fitments	Machinery	Tractor	Yearly	Safety/ Defect Inspection Checklist

Service # 27 – Commercial Kitchen Equipment

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
27	Commercial Kitchen Equipment	Visual inspection of all elements to check for deterioration or vandalism. Check correct operation inclusive of normal operation and failsafes. Test gas cooking equipment for correct operation and carbon monoxide spillage. All testing and maintenance to be as per manufacturer recommendations.	Fitments	Commercial Kitchen Equipment	Gas Cooker	Yearly	
					Gas Oven		
					Gas Stove		
					Gas Salamander Oven		

Service # 28 – Test and Tag of Portable Electrical Equipment

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
28	Electrical Test & Tag of portable electrical equipment	<p>Inspection, testing, tagging & reporting of portable electrical equipment. Non-compliant items to be tagged with appropriate label indicating non-compliant and out of service.</p> <p>Excluded <i>Computer items including peripherals, laptops</i></p> <p>Note: <i>Any testing that will require a disruption to IT infrastructure (eg: network cabinets, servers and network equipment) will require the school to log a request with EDConnect to organise a suitable outage window to ensure smooth shutdown of these devices”.</i></p>	Single-phase and three-phase electrical equipment	All single-phase and three-phase electrical items connected to the electrical supply by a flexible cord and/or connecting device	Single-phase electrical equipment Three-phase electrical equipment	Yearly - and less frequent for items as described in Table 2.4 AS 3760:2022 (or most current version)	Register of tested equipment indicating: Equipment tested, location, serial number and testing result.

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
		<p>Tagging of Equipment after Inspection and Testing Following the inspection and testing process of each item, they shall be deemed to be either Compliant or Non-compliant. All compliant and non-compliant equipment and leads shall be fitted with a durable, non-reusable, non-metallic tag which includes the following mandatory information.</p> <ul style="list-style-type: none"> - Equipment Identification details - Name of Company who carried out the testing - Name of person conducting testing - Inspection and Testing date - Next testing date - Barcode number 					

Service #29 – Emergency Lighting

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
29	Emergency Lighting	Visual inspection to check for deterioration. Test correct operation of EEL/exit signs with 90-minute battery operation; replace globes/diffuser as required.	Electrical System (installation)	Emergency Lighting	Built in module	6 Monthly	
					Egress path light		
					EXIT sign running man light		

Service #30 – Water Filtration Systems

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
30	Water Filtration Systems	Visual inspection of element to check for deterioration. Replace filter and test for correct operation. This service is for drinking water filtration systems associated with potable drinking storage tanks.	Hydraulic Systems	Potable Water Storage	Drinking water filtration system	Yearly	

Service # 31 – Annual Fire Safety Statement (AFSS)

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
31	Annual Fire Safety Statement (AFSS)	Complete and issue AFSS to AMU to verify essential fire safety measures are in place, maintained and functioning correctly.	Fire Protection	AFSS Registration	Document Completion and Issue	Yearly	

Service # 32 – Aerated Waste Treatment System

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
32	Aerated Waste Treatment System	Visual inspection to check for deterioration. Alarm check and 3M filter clean. All testing and maintenance to be as per manufacturer recommendations.	Hydraulic Systems	Potable Water Storage	Aerated Waste Treatment System	3 Monthly	

Service # 33 – Bushfire Hazard Mitigation Program

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
33	Bushfire Hazard Mitigation Program	Works conducted to support findings in ecology report	External Movement & Grounds Maintenance	TBA	TBA	Yearly	

Service # 34 – Water Quality Testing

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
34	Water Quality Testing	All testing and maintenance to be as per relevant guidelines and standards.	Hydraulic Systems	Potable Water Storage	Tanks	6 Monthly	
				Fitments	Bubblers		
					Taps		

Service # 35 – Electrical Audits

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
35	Electrical Audits	TBA	Electrical Installation	Switchboard	Residual Current Devices	Rolling program to capture all schools	
					TBA		

Service # 36 – Annual Carpet Cleans

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
36	Carpet Cleans	Deep carpet clean using water and cleaning products including spot/stain removal.	Floors	Carpet		Yearly	

Service # 37 – High Level Window Cleaning

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
37	High Level Window Cleaning	High level window cleaning (Above Ground Floor)	Windows	Glass		Yearly	

Service # 38 – Asbestos Resurvey

Service Number	Proactive Service	Proactive Service Description	Element	Component	Item	Proactive Maintenance Frequency	Additional Documents
38	Asbestos Resurvey	Survey of all assets containing ACM	All			Rolling Program	