

# ● PROPERTY MAINTENANCE AGREEMENT ●

This Agreement is between the City of Perth and the landowner for

property address

1. As the Landowner, I agree to maintain the above property in accordance with the attached Maintenance Schedule.
2. If the City of Perth determines that proper care of the property is not being maintained, the landowner will be asked to address specified issues within a given time period. If no action is taken to resolve the issues, the City will withhold any unpaid heritage grants and prevent the owner from receiving being awarded heritage grants until the issues are resolved.

I the landowner/ authorized landowner representative agree to the conditions detailed above.

Print Name:

Company & Position:

Signature:

Date:

# ● MAINTENANCE SCHEDULE FOR HERITAGE BUILDINGS ●

## WEEKLY

A weekly maintenance routine should include a check for general presentation and cleanliness, particularly in parts of the building adjacent to public spaces. In particular this should cover:

- Removal of graffiti
- Clearing of litter and vegetation
- Checking general cleanliness
- Ensuring that no locks or windows have been tampered with
- Replacing any broken windows

## MONTHLY

A monthly maintenance check should look at areas that may be affected by wear- and-tear or that may be a risk to the occupants or public. During winter or severe weather, additional attention should be focussed on maintaining the building's weatherproofing. The monthly inspection schedule should include:

- Trip hazards from worn carpets, loose tiles or uneven paving slabs
- Security and fire detection equipment
- Emergency and external lighting
- Loose or missing roof tiles or shingles
- Blockage or damage to gutters and downpipes
- Evidence of activity by pests, especially termites
- Ensuring that awnings / canopies are secure
- Tidying of gardens and public spaces, particularly in unoccupied buildings

## ANNUAL

Annual maintenance should include overall checks for evidence of change to the building and setting up maintenance for the following year. Work should be carried out to:

- Renew pest control and buildings insurance
- Ensure arrangements for security and fire prevention are in place, especially for unoccupied buildings
- Assess changes to loose brickwork, stone lintels, pointing etc and plan remedial action
- Check for cracks in render – repair if necessary
- Check paintwork and refresh if required
- Check for signs of damp, assess causes and arrange remedial action
- Check roof space for damage and pests and take remedial action if required
- Monitor mechanical systems (air conditioning etc) – repair if necessary
- Check for rust and damage to metalwork - repair if necessary

## CONSERVATION PLAN/MANAGEMENT PLAN/ HERITAGE AGREEMENTS

Maintenance and/or urgent repairs as specified within a Conservation Plan, Management Plan or Heritage Agreement should be undertaken in accordance with the terms of the plan or agreement.

\*Please keep a copy of this schedule for future reference