

**Property Maintenance Agreement
for Receipt of Heritage Rate Concession**



This Agreement is between the City of Perth and the Owner or Body Corporate, for _____ [property address]

- 1.) As a condition of granting Heritage Rate Concession for the above property the *Owner/Body Corporate** agrees 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 *Owner/Body Corporate** will be asked to address specified issues within a given time period. If no action is taken to resolve the problem within this period, the concession will be withdrawn and the full rate will become payable.

I the *Owner/Corporate Body representative** agree to the conditions detailed above, and understand that failure to comply may result in the Heritage Rate Concession being withdrawn.

Signed _____ Print Name _____

Position _____ Company _____

Date _____

**Delete that which is not applicable*

For City of Perth use only

This agreement is subject to amendment such that _____

Approved for City of Perth by: _____ Dated: _____

CITY OF PERTH

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