

CITY OF

Playford



**BUILDING MAINTENANCE GUIDE FOR
CLUBS/ASSOCIATIONS**

playford.sa.gov.au

BUILDING MAINTENANCE GUIDE FOR CLUBS/ASSOCIATIONS

Produced by City of Playford

12 Bishopstone Road

Davoren Park SA 5112

For further information contact

8256 0333 or visit www.playford.sa.gov.au

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Table of Contents

Introduction	4
Work Health and Safety	5
Key Council Contacts.....	7
Trade and Service Provider Contacts	9
General Maintenance	9
Electrical Services	9
Pest Control	9
Plumbing Services	9
Glazier	9
Air Conditioning	9
Maintenance Processes	10
Programmed Maintenance	10
Proactive Maintenance	11
Reactive Maintenance	12
Facility Maintenance Responsibilities.....	13
Insurance.....	19
Loss or Damage to Property	20
Security and Locks	21
Forms and Templates	22
Sporting / Community Club Request Form	22
Key Member Contact Details Update Form	25
Customer Feedback	27

Introduction

City of Playford is committed to providing appropriate buildings to accommodate services for the community and provide a suitable space for organisations involved in community activities.

Currently Council has a total of 207 buildings as seen below:

Corporate Buildings	39
Community Buildings	45
Other Buildings	52
Toilet Blocks	20
Sporting Club Buildings	51
Total	207

Timely maintenance and appropriate management of buildings is essential in ensuring existing assets and potential future assets are managed effectively across their life cycle.

This document outlines the maintenance management process of Council assets and has been developed to provide occupiers of Council Buildings with the following:

- Contact details of Council Employees;
- Contact details of Trade and Service Providers;
- Easy to follow maintenance process diagrams and procedures;
- Relevant access to Forms; and
- Outlines responsibility for the maintenance of leased / licensed Council facilities

Asset Operations building maintenance work covers varied tasks, including setting performance standards of an asset, formulation and delivery of preventative repairs and responding to repair needs.

Work Health and Safety

City of Playford is committed to work health and safety, through leadership, team work and individual commitment. Our aim is to ensure that no person will suffer a preventable work related injury or illness.

The key principles of the Work Health and Safety Act 2012 (SA) are to:

- Establish health and safety duties, including the primary duty to protect any person from exposure to hazards and risks that arise from work;
- Provide for worker representation, consultation and participation through Health and Safety Representatives and Health and Safety Committees;
- Enable compliance and enforcement through SafeWork SA the regulator; and
- Provide for the creation of regulations and Codes of Practice;

Persons undertaking any regular servicing or maintenance must be familiar with the provisions of the Work Health and Safety Act 2012.

Where responsibilities overlap, the person with control of the work (ie. PCBU – Person Conducting Business and Undertakings) is legally responsible. Agencies and users of the facility should be aware of:

- Their personal responsibilities under the legislation; and
- Penalties for infringements and negligence.

Issues to be aware of include, but are not limited to:

- Provision and operation of amenities;
- Maintenance access – e.g. fragile roofing;
- Fire prevention and evacuation;
- Lighting and ventilation;
- Electrical installations;
- Noise issues;
- Safety of plant;

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- Hazardous substances; and
- Asbestos.
 - Prior to undertaking any works on Council facilities, you must refer to the Asbestos Register.
 - ❖ Where asbestos is identified, under no circumstances are you to undertake works. You must contact the City of Playford Manager – Buildings for advice.
 - ❖ It is important to note that if asbestos products are disturbed, asbestos fibres may be released, thereby resulting in a health risk.
 - ❖ Great care must be exercised in the immediate and on-going management of any products found to contain asbestos.
 - ❖ Importantly, if asbestos is found – Don't cut it, Don't drill it, Don't scrap it, Don't waterblast it, Don't touch it.
 - ❖ Asbestos can only be removed by Licenced Contractors, which must be organised through Council.

Key Council Contacts

Please direct your enquiry/request to the appropriate Council officer below, as per the relevant category.

If the issue is out of hours and it is an emergency that cannot wait until the next working day, please contact Council's after hours emergency response provider on (08) 8256 0333, this a 24 hour, 7 day a week service.

Category	Type of Request Examples	Name	Phone No. (office hours from 7am – 5pm)	Email	After Hours
Hire of Grounds	Winter/summer seasonal hire and casual bookings of Council grounds	Julie Wharton <i>Property Leasing Officer</i>	8256 0409	sportsfields@playford.sa.gov.au	Urgent Issues Only If the maintenance or grounds issue is after hours e.g. not within work hours of 7am – 5pm, please call: (08) 8256 0333 to report the problem to Answer Adelaide who will contact our After Hours
Building Maintenance	Maintenance of clubrooms, sheds, security (including allocation of keys)	Robyn Corner <i>Administration Officer</i> Sandra Martin <i>Administration Support Officer</i>	8256 0509 8256 0189	maintenance@playford.sa.gov.au <i>Maintenance forms are available from Council's website</i> www.playford.sa.gov.au/sportsfacilities	

Category	Type of Request Examples	Name	Phone No. (office hours from 7am – 5pm)	Email	After Hours
Ground Maintenance	Requests for maintenance of playing surfaces, irrigation and goals will be referred to the relevant City Operations Team to action	Julie Wharton <i>Property Leasing Officer</i>	8256 0409	sportsfields@playford.sa.gov.au	Response Team
Club Development	Governance, club development and building licenses	Ryan Peremiczko <i>Sport & Recreation Development Officer</i>	8256 0115	rperemiczko@playford.sa.gov.au	

Trade and Service Provider Contacts

- Please note, any works undertaken by the Contractors, must be approved by Council.
- No alterations or additions will be permitted without approval.

General Maintenance

Name	Contact Person	Phone	Description
Keves Building Works	Tom Keves	8252 0029	General Maintenance
Kemp Carpentry & Building	Rob Kemp	8283 3922	General Maintenance

Electrical Services

Name	Contact Person	Phone	Description
GT Kennewell & JB Scrima	Grant Kennewell & James Scrima	0419 910 440	Electrical works, lighting, repairs, electrical installations.

Pest Control

Name	Contact Person	Phone	Description
Pestwise Management	John Paul-Conte	0423 589 247	Pest control, gutter cleaning.

Plumbing Services

Name	Contact Person	Phone	Description
FS Scott & Co Pty Ltd	Travis Scott	0408 816 201	Plumbing works, hot water service, drain cleaning, plumbing installations.

Glazier

Name	Contact Person	Phone	Description
Smithfield Glass	Phone General Number	8284 0933	Repairs to glass windows and doors, mirrors.

Air Conditioning

Name	Contact Person	Phone	Description
Mastery Air-conditioning Evaporative Cooling & Ducted Gas Heating	Phone General Number	8287 2334	Air Conditioning Repairs
Westside Services	Phone General Number	8347 7712	Air Conditioning Repairs

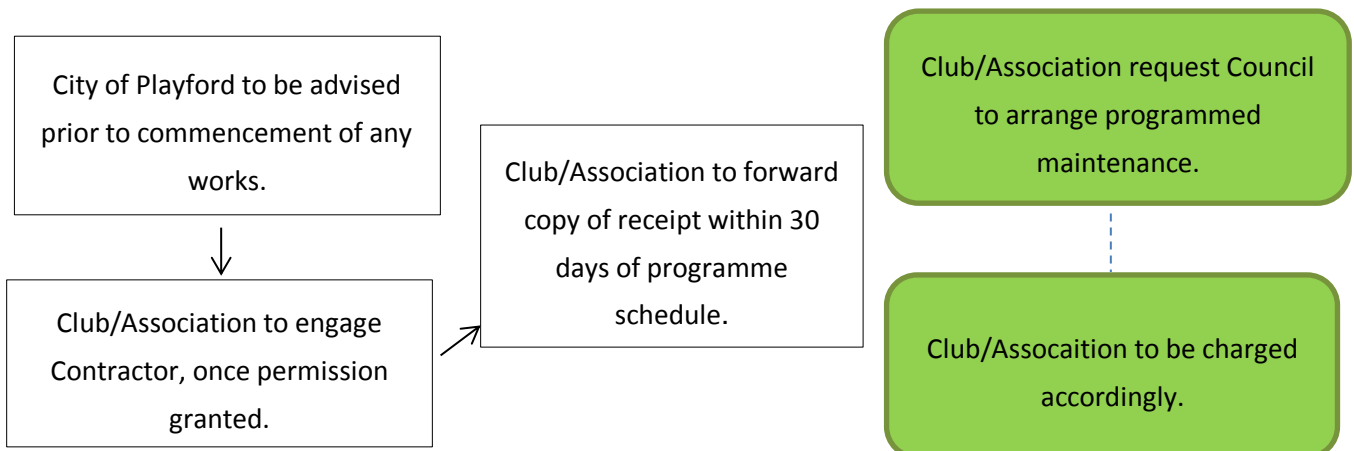
Maintenance Processes

Programmed Maintenance

This table highlights programmed maintenance works to be carried out by Clubs/Associations.

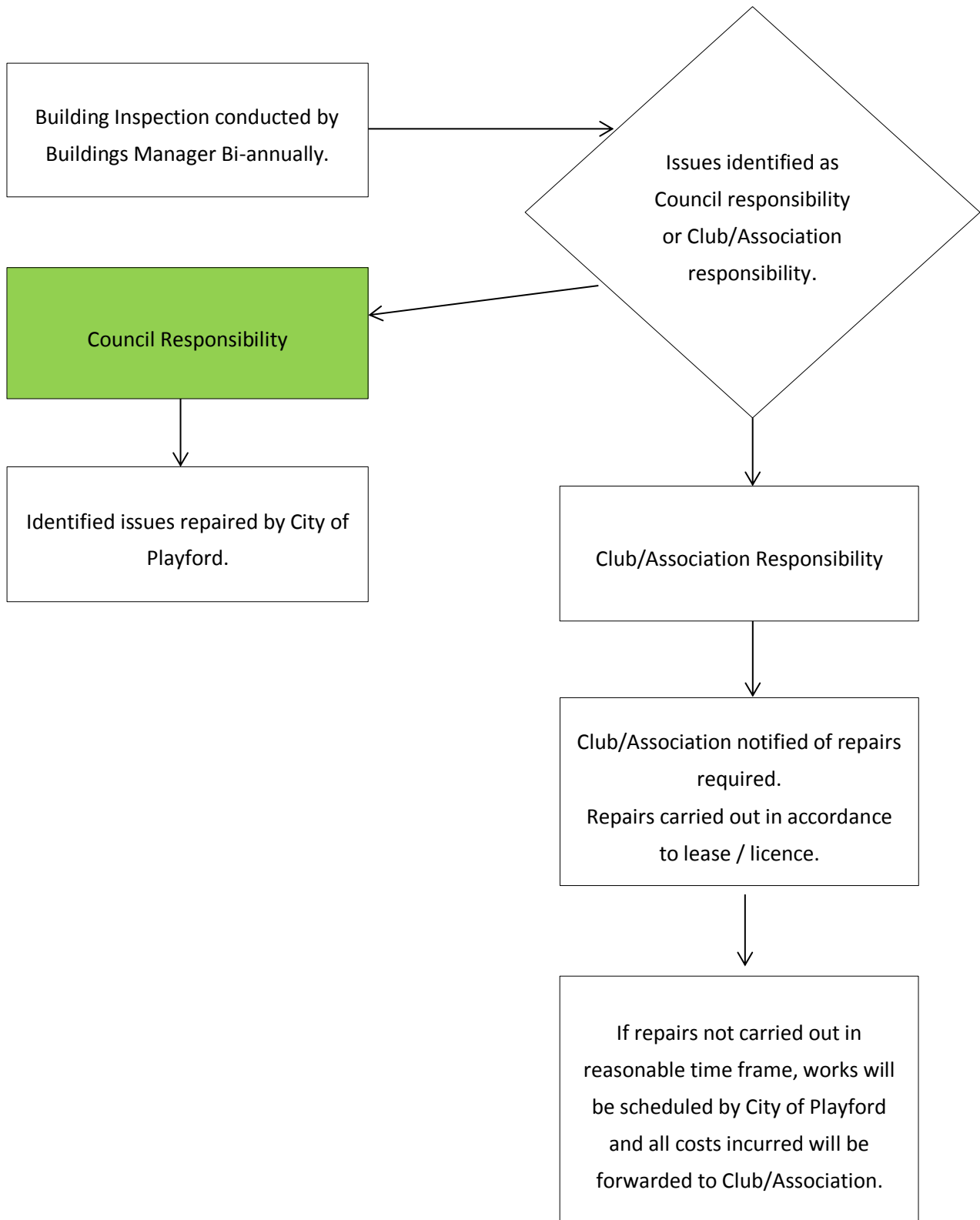
This table is to be reviewed in accordance with the annual program of works.

Maintenance Required	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Window Cleaning												
Pest Control												
Steam Clean Carpets – Dual Occupancy												
Air Conditioning Servicing												
Fire Equipment Testing (<i>Bi-monthly</i>)												
Water Filters												
Kitchen Exhaust / Canopy & Filters												
Outside Pavement- High Pressure Cleaning												
Test & Tag Electrical Appliances												
General Cleaning (<i>every day during Club use</i>)												
General Maintenance												



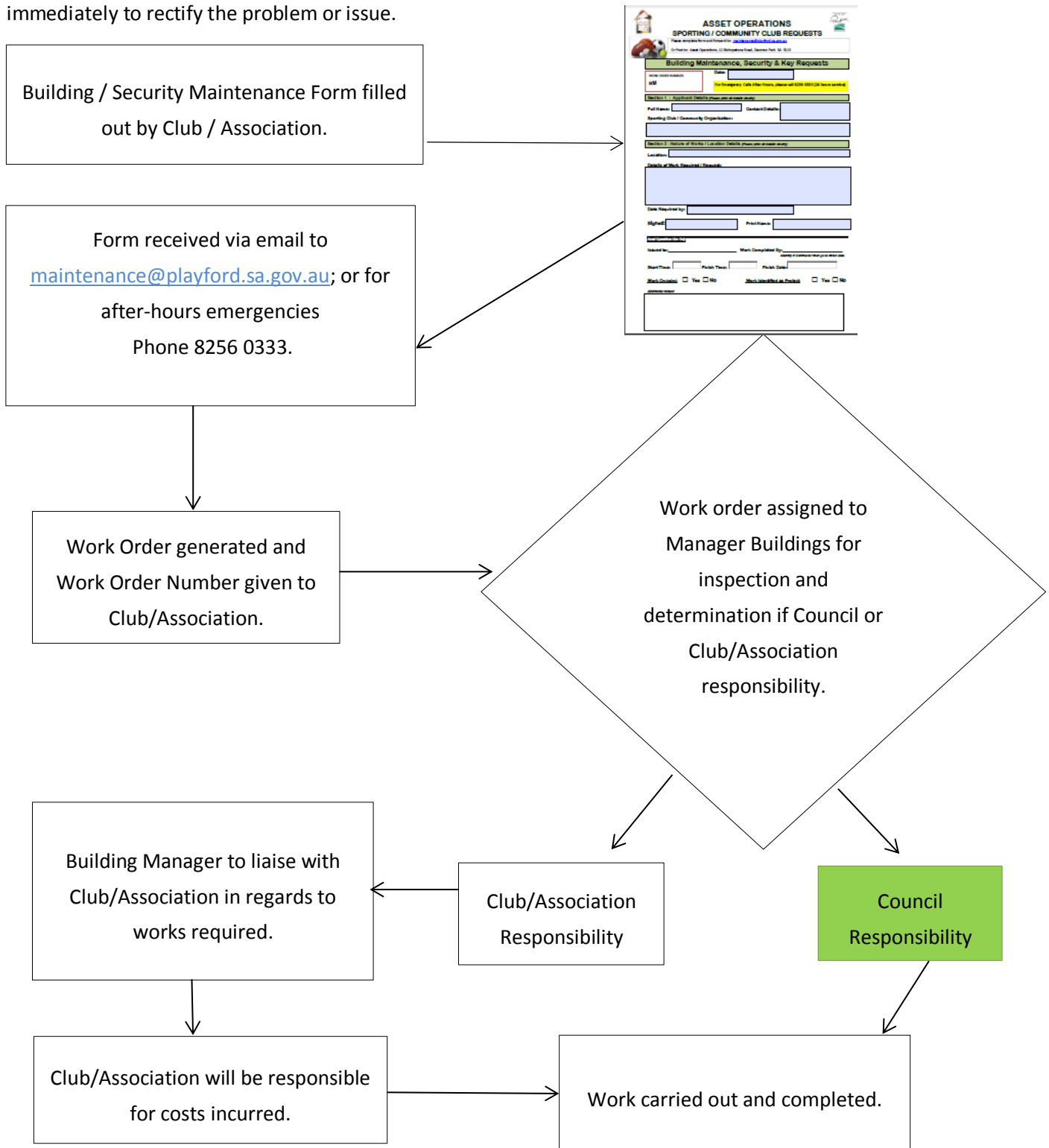
Proactive Maintenance

Proactive Maintenance is a preventative maintenance strategy that includes routine preventative and predictive maintenance activities to avoid maintenance issues and or to identify defects that could lead to maintenance issues. This work can be scheduled.



Reactive Maintenance

Reactive Maintenance (also known as Corrective or Breakdown Maintenance) involves all unscheduled work that is a result of unpredictable works that are required to be actioned urgently or immediately to rectify the problem or issue.



Facility Maintenance Responsibilities

The various maintenance responsibilities of Council and Clubs/Associations are outlined in the table below.

Please note, the term 'all damages' means any damages caused by the user group/s or any invitees using a Council facility.

Item	Club/Association Responsibility	Council Responsibility
Structure		
Building	<ul style="list-style-type: none"> Determine and document the specific need of the building relating to Council for building alterations. Prepare plans and obtain quotes for request for minor improvements. 	<ul style="list-style-type: none"> Assess all requests submitted. Undertake works required to bring premises and surrounds to appropriate standards and meet the required regulations. This excludes items identified as the lessee's responsibility in this document. Preparation of long-term development plans, design of major building alterations or major structural works
Main building frame, foundations, stumps, bearers, joists, brickwork, etc.	<ul style="list-style-type: none"> All damages by users 	<ul style="list-style-type: none"> Replacement / repair due to structural failure, storm damage, decay, insect attack or fair wear and tear.
Security and fire alarm system. (new building only)	<ul style="list-style-type: none"> Monitoring. Call out and service costs. 	<ul style="list-style-type: none"> Installation or replacement costs of current systems.

Item	Club/Association Responsibility	Council Responsibility
Internal Maintenance		
Air conditioning and Heating Appliances	<ul style="list-style-type: none"> Annual service and repairs when required. Documentation required for proof of service 	<ul style="list-style-type: none"> Replacement of unit in accordance to Asset Management Plans (AMPs)
Ceilings, walls and skylights (internal)	<ul style="list-style-type: none"> Cost of repairs due to major or continue use. Regular cleaning 	<ul style="list-style-type: none"> Major repair and/or replacement due to structural damage
Cleaning	<ul style="list-style-type: none"> Keep premises in clean, sanitary and fresh conditions Removal of all rubbish from site or by designator subcontractor. Cleaning kitchen exhaust filters and canopy. 	
Curtains/Drapes/Blinds	<ul style="list-style-type: none"> Repair costs Replacement costs Supervision of installation of replacement items. Regular cleaning. 	<ul style="list-style-type: none"> Nil responsibility even if installed by Council
Door Locking, Keys and locks (Internal) All locks must be Assa Abloy – Disklock-pro	<ul style="list-style-type: none"> Replacement of lost or damaged keys. Supply of keys for user groups. No additional locks, padlocks, slide without the Council's prior consent No locks to be changed or tampered with. 	<ul style="list-style-type: none"> In accordance with work plan and AMP data
Fire Extinguishers	<ul style="list-style-type: none"> Full responsibility - Service/annual inspection and maintenance charge Fill when discharged and replace if stolen. 	
Floor surfaces and coverings	<ul style="list-style-type: none"> All regular cleaning and maintenance of floor coverings Steam clean carpets. 	<ul style="list-style-type: none"> Replacement in accordance with AMP's
Fly screens	<ul style="list-style-type: none"> Maintain and replace fly wire. Install additional fly screens 	<ul style="list-style-type: none"> Nil responsibility
Garbage	<ul style="list-style-type: none"> Normal fee for service waste collection. 	<ul style="list-style-type: none"> Nil responsibility
Internal appliances (Kitchen)	<ul style="list-style-type: none"> Replace as required (fridges, cool room, kitchen equipment) 	<ul style="list-style-type: none"> In accordance with Asset replacement

Item	Club/Association Responsibility	Council Responsibility
Internal fittings (coat pegs, towel rails, soap and paper towel dispensers, toilet roll holders, partition walls, mirrors and toilet seats)	<ul style="list-style-type: none"> • Full responsibility 	
Painting	<ul style="list-style-type: none"> • Internal painting all areas. (Colour to be approved by council). • Painting of premises every 5 years or at termination of lease/licence agreement. 	<ul style="list-style-type: none"> • Supply of paint only, on request. • Internal walls during refurbishment
Permanent fixtures	<ul style="list-style-type: none"> • Regular cleaning of all fixtures. • Repair and or replace through continue use. • Any structure installed by lessee/occupier. 	<ul style="list-style-type: none"> • Replace when required the following items: <ul style="list-style-type: none"> ➤ Hot water service
Pest control	<ul style="list-style-type: none"> • Keep all areas in a clean and hygienic state • All pest control as required both internal and external. 	<ul style="list-style-type: none"> • Termites • Mice
Smoke detectors (Where applicable)	<ul style="list-style-type: none"> • Repair and replacement of batteries 	<ul style="list-style-type: none"> • Installation when hardwire system is required
Wall Tiles	<ul style="list-style-type: none"> • All damages by users 	<ul style="list-style-type: none"> • Replacement / repair due to fair wear and tear
Door locking, Keys and locks (External) All locks must be Assa Abloy – Disklock-pro	<ul style="list-style-type: none"> • Replacement of lost or stolen keys. • No additional locks, padlocks, slide bolts are to be installed by lessee without the Council's prior consent • No locks to be changed or tampered with 	<ul style="list-style-type: none"> • Repair/replace locks from exterior doors only when required to secure building • Supply of locks & Keys (4 keys supplied by Council)
Graffiti	<ul style="list-style-type: none"> • Removal of all graffiti to be removed within two (2) business days. 	<ul style="list-style-type: none"> • Council to supply paint for removal on request
Painting	<ul style="list-style-type: none"> • Hosing down of external walls periodically. • All damages by users 	<ul style="list-style-type: none"> • In accordance to Asset Management Plans

Item	Club/Association Responsibility	Council Responsibility
Roof, external walls, gutters and down pipes	<ul style="list-style-type: none"> All damages by users 	<ul style="list-style-type: none"> Cleaning of roof, external walls, down pipes and guttering
Windows, frames and door framework (including glass, fly screens, blinds and security screens).	<ul style="list-style-type: none"> All damages by users. Window glass to be kept clean and replacement if damaged by users. 	<ul style="list-style-type: none"> Minor adjustment due to normal building movement, shrinkage, etc. Replacement / repair due to fair wear and tear.
Services - / Utilities		
Water (to meter)	<ul style="list-style-type: none"> Service authorities 	
Water (meter to building)	<ul style="list-style-type: none"> All damages by users 	<ul style="list-style-type: none"> Replacement / repairs due to fair wear and tear and tree root damage.
Sewerage (including septic tanks)	<ul style="list-style-type: none"> Service authorities / Contractor. Blockages caused by user group activities. Pumping costs association with emptying septic tanks 	<ul style="list-style-type: none"> Replacement / repair due to fair wear and tear and tree root damage.
Gas (to meter)	<ul style="list-style-type: none"> Service authorities 	
Gas (meter to building)	<ul style="list-style-type: none"> All damages by users 	<ul style="list-style-type: none"> Replacement / repair due to fair wear and tear and tree root damage.
Gas cylinders and bottles (and all associated fittings)	<ul style="list-style-type: none"> Full responsibility - must be maintained to relevant standards 	
Electricity (to meter)	<ul style="list-style-type: none"> Service authorities 	
Security to building	<ul style="list-style-type: none"> Cost of call outs and service. Monitoring of system. 	<ul style="list-style-type: none"> Replacement / repairs due to fair wear and tear and equipment service
Telephone	<ul style="list-style-type: none"> Service authorities / full responsibility – ensure lines are maintained if a security system is installed as Council will not take responsibility for damage caused if the building is not alarmed due to the non-payment of bills. 	

Electrical Tagging	<ul style="list-style-type: none"> • Full responsibility – All electrical appliances must be tagged in accordance with to Australian Standard AS/NZ 3760:2010 	
Electrical wiring, fittings (i.e. power points, switches, ceiling fans).	<ul style="list-style-type: none"> • Additional or security lighting over and above what is installed. • Repair and replacement of all light globes (internal, external, and oval lighting) • Cleaning of all light fixtures • All requests for works are to be submitted in writing and a schedule of the proposed works to be undertaken by the licenced electrician • Lessee must ensure Building Switchboards are able to carry load. • Lessee to supply certificate of compliance and cover any ETSA augmentation costs. 	<ul style="list-style-type: none"> • Replacement of al building wiring from main supply to and including switchboard • Internal light fittings. • Replacement of lighting poles (oval lighting) and wiring to poles only. • All replacements in accordance to AMP data
Emergency lights and exit signs	<ul style="list-style-type: none"> • Inspection and replacement of signs and globes. 	<ul style="list-style-type: none"> • Installation of signs and initial globes
Fixtures (i.e. stove, exhaust fan, urns, etc.)	<ul style="list-style-type: none"> • All damages by users. • Cleaning of canopy and filters 	<ul style="list-style-type: none"> • Replacement / repair due to malfunction or fair wear and tear
Internal appliances (minor e.g. fans kettles etc.	<ul style="list-style-type: none"> • Full responsibility – Replace as required 	

Item	Club/Association Responsibility	Council Responsibility
Drainage and Plumbing		
Plumbing / Gas	<ul style="list-style-type: none"> • Cost of internal repairs for maintenance. • Replacement and repair of internal surface plumbing /gas fittings such as toilet seats, taps and washers. • Removal of waste from septic tanks and grease arrestors 	<ul style="list-style-type: none"> • Replacement of all plumbing/gas works from mains to point of connection
Stormwater and general drainage	<ul style="list-style-type: none"> • All damages and blockages in waste pipes caused by user activities 	<ul style="list-style-type: none"> • Blockages due to tree roots and subsidence. Replacement / repair due to fair wear and tear.
Gas heating incl. screen, flue, gas plumbing and hot water service	<ul style="list-style-type: none"> • All damages by user and cyclical maintenance (inc. ensuring pilot light remains lit) 	<ul style="list-style-type: none"> • Replacement / repair due to malfunction or fair wear and tear
Internal blockages – sinks, toilets, etc.	<ul style="list-style-type: none"> • Full responsibility – must be kept clear of foreign objects, mud and debris by users. 	
Plumbing fixtures	<ul style="list-style-type: none"> • All damages by users and blockages in waste pipes caused by user activities. 	<ul style="list-style-type: none"> • Replacement / repair due to malfunction or fair wear and tear, eg. Washers and leaking cisterns.

Insurance

1. Club/Association to have adequate Contents Insurance and advised to obtain Contents Insurance to ensure protection of their investment in the event of loss, damage, theft, etc.
2. Buildings owned by Council are fully insured by Council unless otherwise stated. Contents owned by Council are insured by Council. Contents purchased or supplied by Occupiers and not considered fixtures of the facility remain the property of the Occupiers and are NOT insured by Council. Council does not insure property which is owned by others. Cash, consumable goods and sporting equipment kept on premises by occupiers are also not insured by Council.
3. Council holds its own Public Liability Insurance to cover its liability. The activities of independent bodies, publicly elected committees and sporting bodies, etc., that occupy Council owned buildings are not protected by Council's Public Liability Insurance.
4. Each user group must hold its own Public Liability Insurance and must ensure that it remains current for the duration of the nominated terms of use. Please refer to Club/Association lease and licence.

Loss or Damage to Property

The following steps should be taken in the event there is loss or damage to property:

1. Take immediate action to minimise the extent of the loss or damage and to prevent any further loss or damage.
2. If burglary or theft or accidental loss, contact SA Police on 000 (if an emergency) or 131 444 (as soon as practicable).
3. Contact Building Maintenance Team (as soon as practicable).
4. To ensure that insurance matters are handled efficiently, the following procedures are to be followed:
 - In the case of theft, malicious damage or matters that may involve criminal charges, etc, please notify SA Police immediately and ensure a police report number is requested.
 - Contact the Asset Operations Building Manager or After Hours Response on 8256 0333 immediately (or as soon as practicable).
 - In the case of a break-in – Do not enter property until Security or SA Police are on site.
 - Take all reasonable steps to protect the property and minimise further damage.
 - Please take photos of all physical damage and email to maintenance@playford.sa.gov.au

Security and Locks

Club/Association is responsible for the security of buildings during their tenancy and will be liable for the cost of missing padlocks and keys.

Club/Association must use the Council locks provided and allow access to the premises by authorised Council Officers at all times.

Club/Association must not change any lock or security device.

Any unauthorised locks on doors or cupboards may be changed or cut by authorised Council officers at any time.

Club/Association is issued with an allocation of keys for which they are responsible throughout the period of tenancy. The user group/s will be responsible for maintaining a register of keys distributed to members throughout their tenancy season.

Should user groups request additional or replacement keys, the request must be forwarded to maintenance@playford.sa.gov.au for consideration. The cost of additional and replacement key cuts will be charged to the user group/s.

Under no circumstances are keys to be loaned to any other club, organisation or person without Councils prior permission.

Any loss of keys should be reported to maintenance@playford.sa.gov.au immediately. The responsible user group/s will be charged the full costs associated with re-keying the whole facility in the event of any keys being stolen or other events that will compromise the security of the facility.

Forms and Templates

[Sporting / Community Club Request Form](#)



ASSET OPERATIONS SPORTING / COMMUNITY CLUB REQUESTS



Please complete form and forward to: maintenance@playford.sa.gov.au

Or Post to: Asset Operations, 12 Bishopstone Road, Davoren Park SA 5113

Building Maintenance, Security & Key Requests

WORK ORDER NUMBER:

BM

Date:

For Emergency Calls After Hours, please call 8256 0333 (24 hours service)

Section 1 : Applicant Details *(Please print all details clearly)*

Full Name:

Contact Details:

Sporting Club / Community Organisation:

Section 2 : Nature of Works / Location Details *(Please print all details clearly)*

Location:

Details of Work Required / Request:

Date Required by:

Signed:

Print Name:

Asset Operations Use Only

Issued to: _____ Work Completed By: _____
Identify if Contractor then go to finish date

Start Time: Finish Time: Finish Date:

Work Ongoing Yes No

Work Identified as Project Yes No

Additional Notes:



ASSET OPERATIONS SPORTING / COMMUNITY CLUB REQUESTS JOB SAFETY ANALYSIS

Scope of Works:

The breakdown of a job, sequential steps and the identification of any hazards associated with these steps and the corresponding control measures.

STEP 1 : Hazards

General Worksite Conditions

<input type="checkbox"/> Uneven/Broken/Soft/Slippery Ground	<input type="checkbox"/> Dust / Vapours / Fumes / Smells	<input type="checkbox"/> Poor Communication / Lone Worker
<input type="checkbox"/> Rubbish / Building Material / Shrubs / Trees	<input type="checkbox"/> Insects / Animals / Vermin	<input type="checkbox"/> Electrical Hazards
<input type="checkbox"/> Moving Traffic / Plant / Machinery	<input type="checkbox"/> Noise e.g. Machinery/Plant/Power Tools	<input type="checkbox"/> Confined Space Work
<input type="checkbox"/> Overhead Wires / Pipe Work / Structures	<input type="checkbox"/> Weather Conditions / Sun/Wind/Rain/Heat	<input type="checkbox"/> Ventilation
<input type="checkbox"/> Pressurised Water/Air/Hydraulic Pipelines / Hoses	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Fire / Explosion Hazard
<input type="checkbox"/> Toxic Chemicals / Materials (e.g Asbestos/PVC Primer)		

Using Tools and Equipment

- Damaged / Defective / Unsuitable Hand Tools for the Job Incorrect Use of Tools / Equipment (e.g. wrong tools)

General Manual Handling

<input type="checkbox"/> Exiting High Vehicles (e.g. from Tray Area or Cab)	<input type="checkbox"/> Lifting / Carrying Heavy materials & equipment	<input type="checkbox"/> Working in Restricted Spaces
<input type="checkbox"/> Bending / Stretching / Pushing / Pulling	<input type="checkbox"/> Splinters (wood/Metal/Concrete)	<input type="checkbox"/> Working at Heights
<input type="checkbox"/> Climbing Ladders / Scaffolding		

Other

<input type="checkbox"/> E.g Sharp Objects, etc.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 2 : Assessing the Risk

Please define the level of risk using the Risk Assessment Matrix, L, M, H or E rating in the space provided (L= Low, M= Moderate, H = High, E = Extremely High)

Tasks

Slipping / Tripping	Hearing Loss	Being struck by Vehicle / Plant
Falling	Caught up with (e.g. Cables / Wires / Objects)	Being struck by flying debris/ etc
Over-exerting / Straining (back / neck/ shoulders)	Stress (e.g. dealing with customers)	Overcome by Toxic (unclean area)
Electric Shock	Being bitten or stung	Heat Exhaustion/ Sunburn / Cold /Wet
Machinery Starting Automatically (pumps/motors)	Fire / Explosion	Being struck by Tools / Equipment
Contact with Chemicals (toxic material)		

STEP 3 : Assign Appropriate Controls

Wear Necessary PPE

Safety/Sun Hat	Safety Boots & Vest	Gloves	Harness	Eye/Face Protection	Ear Protection	Dust Mask	Back Brace

Controls

Use Safe Entry / Exit Route	Use Mobile Phone	Control Traffic (e.g. signs / barriers / direct)	Apply Bunting where applicable
Follow instructions on MSDS	Walk with Care	Wear Harness where applicable	Isolate Power
Use Silenced Equipment	Safety Equipment on site	Complete Confined Space Entry Permit	Isolate other Services (water / gas)
Install Pedestrian Warning Signs	Install Platform / Staging	Removal of Asbestos by Licensed Contractor	Erect and Secure Ladders
Use Insect Repellent	Use Natural or Forced Ventilation	No Smoking / Naked Flames /Lights	Install Lights
Use Sunscreen	Check Equipment	Use Proper Lifting Techniques / Lifting Aids	

NOTES:

STEP 4 : Verification

This section is to be signed by all personnel on site who have been made aware of hazards and risks identified and the controls to be implemented.

This includes all sub-contractors, visitors and clients to the worksite.

Name: _____ Signed: _____ Date: _____

Name: _____ Signed: _____ Date: _____

Key Member Contact Details Update Form

Key Club/Association Contact Details



Customer Care Centre and Library
 Playford Civic Centre
 10 Playford Boulevard
 Elizabeth SA 5112

Stretton Centre
 307 Peachey Road
 Munno Para SA 5114
 (Card and cheque payments only)

Postal Address
 City of Playford
 12 Bishopstone Road
 Davoren Park SA 5113

City of Playford requires contact information for all key club members to ensure members are kept up to date with any new information and Council are able to contact relevant key club contacts where required.

Section 1 – Club/Association Details

Name of Club/Association.....

Location of Club/Association.....

Postal Address of Club/Association.....

Contact Number.....

Email.....

Section 2 – Key Member Contact Details

Member	Position Held	Key/s Issued <i>(Please List)</i>

Signature.....

Date.....

Name (Printed)

Please email completed form to maintenance@playford.sa.gov.au or post to Playford Operations Centre, Building Maintenance, 12 Bishopstone Road, Davoren Park SA 5113

Telephone (08) 8256 0333 - Facsimile (08) 8256 0578



Customer Feedback

Council encourage customers to provide feedback on the Maintenance service the Club/Association has received, via an online survey.

Providing feedback will help Council to continue to improve on the way services are delivered to the community.

Please take the time to fill out a short survey on how the Asset Operations – Buildings Team assisted the Club/Association with their request. The survey can be accessed by clicking on the link below:

<https://www.surveymonkey.com/r/9XWDQHG>