

## Maintenance Duty Statement

- (a) Looking after all aspects of maintenance on the Hartigan Centre, Lovat Chapel, Presbytery, Hall, Main Church, and all the grounds around the above.
- (b) To liaise with the cleaning lady/person to have the place clean for such functions and that the toilets are kept clean for all use including the tenants.
- (c) To see that all areas are kept clean and tidy.
- (d) To canvass for quotes from our selected trades for works to be carried out and sight invoices for correct payments.
- (e) To see that all preventive and seclude works are carried out over the year. (Emergency exit signage, fire protection services including smoke alarms, termite control, and lift and all safety measures for duty of care practice.
- (f) To look forward to future expansion so all of the building is hopefully utilised against the proposed master plan. This of course is when the parish has the resources to carry out the projects. To work with the Parish Finance Committee on projected works.
- (g) To work with the tenants as problems arise rather than those problems go through the real estate. This allows to organise our own trades people to attend to the matters in hand and it also saves money. Small matters can be resolved by the maintenance person if he is a hands-on person.
- (h) If we have major projects being carried out, daily on site visits are needed to make sure those projects are carried out as required and are kept on time and within the budget.