

**Example Asset Management Plan:**

Maintenance Schedule	Known Cycle	Cost Per Servicing Cycle	Annual Servicing Cost	Cycle								Cost plan over 30 years	
				Monthly	3 mths	6 mths	12 mths	2yr	5yr	10yr	20yr		
Essential Safety Measures including all scheduled fire services, fire safety including access and egress	As to the building ESM Schedule *	\$	\$		•	•	•	•			Major repairs or upgrades \$		\$
<b>External</b>													
Roof, gutters and downpipes and carry out cleaning, flushing and repair of any breakages.	Annual	\$	\$				•					Major repairs or upgrades \$	\$
Cleaning of pits and traps for continuous stormwater management	6 months	\$	\$			•						Major repairs or upgrades \$	\$
Inspect external walls for any cracks and undertake repairs to prevent deterioration and water entry. Repointing of heritage building lime based mortar.	6 months	\$	\$			•					Major repairs or upgrades \$		\$
Inspect and arrange maintenance of carpark, paths, walkways and ramps so that they remain free from trip hazards and other obstacles.	Monthly	\$	\$	•						Major repairs or upgrades \$			\$
Inspect glazed windows, doors and door frames for repair of damage to maintain continuous safety and security.	Monthly	\$	\$	•							Major repairs or upgrades \$		\$
Inspect fences and walls on the property and maintain in good order to retain property boundary. Maintain vegetation.	6 months					•				Major repairs or upgrades \$			\$
Cleaning of external air vents and fixtures for optimum airflow.	6 months	\$	\$			•					Major repairs or upgrades \$		\$
Solar and or HWS overflow test report	Annual	\$	\$				•				Major repairs or upgrades \$		\$
Rodent and insect pest control system	6 months	\$	\$			•							\$
<b>Internal</b>													
Test and repair locks, hinges, handles and seals to doors and windows to ensure that they are in good working order and meet accessible needs.	Monthly	\$	\$	•						Major repairs or upgrades \$			\$
Inspect and repair floor coverings and stair treads to maintain in good condition to prevent, slips, trips and falls.	Monthly	\$	\$	•							Major repairs or upgrades \$		\$
Inspect internal wall and ceilings surfaces for repair any cracks requiring repair.	6 months	\$	\$			•					Major repairs and refurb \$		\$
Inspection and repairs of special equipment – HVAC, Lifts, AAV, Furniture, Digital	6 months	\$	\$			•					Major repairs or upgrades \$		\$
<b>Plumbing</b>													
Testing and Reporting of Backflow Prevention Device (BPD) Other sewer or stormwater drainage pumps	Annual BPD Test & Report to Authority	\$	\$				•				Major repairs or upgrades \$		\$
Gas appliances and equipment servicing and testing to manufacturers schedule	Safety Certificate of Compliance each 2 years	\$	\$					•			Major repairs or upgrades \$		\$
Inspection of basin and sink and WC, for connections, pipes and hoses are securely connected and tapware is working as designed.	6 months	\$	\$			•				Major repairs or upgrades \$			\$
<b>Electrical</b>													
Electrical switchboard, appliances and equipment servicing and testing to manufacturers schedule	Safety Certificate of Compliance Annually	\$	\$					•			Major repairs or upgrades \$		\$
Test and tag on all portable electrical equipment	Annually	\$	\$				•						\$

\* Refer to ESM Brochure as to the requirements of an Annual Essential Safety Measures Report (AESMR) in Victoria.