

CDNI Care Pty Ltd ABN 32 640 960 658

Maintenance Register

This Maintenance Register has been developed to deal with maintenance requirements for SDA enrolled dwellings. It will include details, priorities, risks and management of identified repairs and maintenance.

A Maintenance Register protects owners as well as SDA providers and those occupying the SDA enrolled dwellings.

Benefits include:

- Provides evidence of repairs and maintenance undertaken within a complex.
- Protects the owners and SDA providers should a Client claim make a claim in relation to the state of repair of the SDA enrolled dwelling.
- Tracks all repairs and maintenance undertaken within a complex.
- Demonstrates the SDA providers are complying with their obligations under the Legislation and any other duty of care owed to Clients.

The Maintenance Register does not replace the SDA provider's responsibilities under the Legislation. It is a tool that may assist SDA providers with tracking and recording maintenance and repair issues that are identified within a complex.

Information to be included in the Maintenance Register:

- **ITEM NO** - Allocation of an item number by manager.
- **DATE FIRST NOTIFIED/NOTICED** - Date on which issue was first notified eg. by telephone call, email, letter, etc.
- **REPORTED BY** - Details of who reported the issue, including contact details.
- **DEFECT/MAINTENANCE ITEM DESCRIPTION** - A brief description of the issue. Eg. cracking of render on external side of building, failed waterproofing membrane in bathroom, broken tiles in bathroom etc.
- **LINK TO DOCUMENTS** - Link associated reports, quotes and invoices to the register, so that documentation can be easily located and reviewed when required.
- **PRIORITY** – Priorities the nature of the issue according to the Enrolment of SDA Properties Policy:
 - o Emergency,
 - o Very Urgent
 - o Urgent
 - o Non-urgent

Issues may be categorised by a building consultant, contractor or by the person completing the register.

- **CONTRACTOR**– Name(s) of building consultant /contractor engaged to review, report on and/or undertake the repairs or maintenance.
- **ESTIMATED COST** - As outlined by the building consultant and/or contractor.
- **ESTIMATED TIMEFRAME** - As outlined by the building consultant and/or contractor.
- **STATUS** - Update on progress of repairs or maintenance.

