

**SHIRE OF COLLIE**  
**BUILDING**  
**MAINTENANCE REQUEST AND CHECKLIST**



1. **BUILDING:** \_\_\_\_\_

2. **OFFICER REPORTING:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_

3. **DATE:** \_\_\_\_\_

4. **MAINTENANCE REQUEST DETAILS**

5. **MAINTENANCE REQUIRED RESULTS IN;**
- 5.1 Defect Impact**
- A1 – Building does not meeting service delivery fully
  - B1 – Building only just meeting service delivery
  - C1 – Building meets service delivery but could be improved
  - D1 – Building does not meet service delivery needs
  - E1 – Not applicable
- 5.2 Impact of not undertaking requested works**
- IR – Damage to our image and reputation will result
  - CD – May cause further consequential damage to other elements of the building
  - CU – Continues use impact; that is the element reported does not properly function
  - HS – Health & Safety risk; to our staff, visitors and other users

**5.3 Severity:** The severity of the negative consequence will have differing impacts on the building occupier or building user;

Negative Consequence	Effect	Severity Scale	Description	Tick as applicable
Health & Safety	People	Low	Incident –minor injury	<input type="checkbox"/>
		Medium	Injury	<input type="checkbox"/>
		High	Major Injury o death	<input type="checkbox"/>
Continuous Use	Building Use	Low	Little inconvenience	<input type="checkbox"/>
		Medium	Restricted use of facility	<input type="checkbox"/>
		High	Unable to use facility	<input type="checkbox"/>
Consequential Damage	Building	Low	Single component	<input type="checkbox"/>
		Medium	Multiple components	<input type="checkbox"/>
		High	Catastrophe or replacement	<input type="checkbox"/>
Image & Reputation	People	Low	Occupants	<input type="checkbox"/>
		Medium	Clients or parents	<input type="checkbox"/>
		High	Media / politicians	<input type="checkbox"/>

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**Staff Use:**

- Maintenance Request logged into Customer Service Software
- Maintenance Request investigated

Date of Inspection \_\_\_\_\_ . Signed \_\_\_\_\_

**Priority & Rating Scale:**

Priority	Definition	
<b>0</b>	Immediate (urgent)	<input type="checkbox"/>
<b>1</b>	Short term (12 month window)	<input type="checkbox"/>
<b>2</b>	Medium Term (24 month window)	<input type="checkbox"/>
<b>3</b>	Long Term (>24 month window)	<input type="checkbox"/>

Priority	Definition	
<b>1</b>	OH&S or statutory requirement	<input type="checkbox"/>
<b>2</b>	Safety or Environmental requirement	<input type="checkbox"/>
<b>3</b>	Structural Damage	<input type="checkbox"/>
<b>4</b>	Functional Loss of Facility	<input type="checkbox"/>
<b>5</b>	Aesthetic Requirement	<input type="checkbox"/>

		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		OH&S Statutory	Safe Environment	Structural Damage	Functional Loss of Facility	Aesthetic Requirement
<b>0</b>	Immediate (urgent)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1</b>	Short term (12 months)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>2</b>	Medium term 24 months	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>3</b>	Longer term >24 months	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

- Remedial Works Undertaken as requested
- Works not to be undertaken, complainant advised

Date of notification \_\_\_\_\_ . Signed \_\_\_\_\_