## SHIRE OF COLLIE BUILDING MAINTENANCE REQUEST AND CHECKLIST



1.	BUILDING:				
2.	OFFICER REPORTIN	G:		SIGNED:	
3.	DATE:	<del></del>			
4.	MAINTENANCE REC	QUEST DETAILS			
5.	MAINTENANCE REC	QUIRED RESULTS I	N;		
5.1 C	Defect Impact				
	_	_	service delivery fo	ılly	
	<ul><li>□ B1 – Building or</li><li>□ C1 – Building me</li></ul>		very but could be	improved	
	_		vice delivery nee	ds	
	☐ E1 – Not applica	ible			
5.2 In	mpact of not undertak			ult	
<b>5.2 I</b> n	<ul><li>□ IR – Damage to</li><li>□ CD – May cause</li></ul>	our image and r further consequ	eputation will res uential damage to	other elements of the buildi	_
<b>5.2 In</b> [	<ul><li>□ IR – Damage to</li><li>□ CD – May cause</li><li>□ CU – Continues</li></ul>	our image and r further consequuse impact; that	eputation will res uential damage to t is the element re	other elements of the buildi eported does not properly fu	_
<b>5.2 In</b>	□ IR – Damage to □ CD – May cause □ CU – Continues □ HS – Health & S	our image and refurther consequences impact; that afety risk; to our	eputation will res uential damage to t is the element re r staff, visitors and	other elements of the buildi eported does not properly fu d other users	nction
<b>5.2 In</b>	□ IR – Damage to □ CD – May cause □ CU – Continues □ HS – Health & S	our image and refurther consequences impact; that afety risk; to our	eputation will res uential damage to t is the element re r staff, visitors and	other elements of the buildi eported does not properly fu	nction
5.2 In	□ IR – Damage to □ CD – May cause □ CU – Continues □ HS – Health & S	our image and refurther consequences impact; that afety risk; to our	eputation will res uential damage to t is the element re r staff, visitors and	other elements of the buildi eported does not properly fu d other users	nction
5.2 In	□ IR – Damage to □ CD – May cause □ CU – Continues □ HS – Health & Seeverity: The severity of	our image and r further consequ use impact; that afety risk; to our f the negative con	eputation will resuential damage to the element resurts and sequence will have	oother elements of the buildice ported does not properly fund other users differing impacts on the building  Description  Incident –minor injury	nction g occupier or building user;
5.2 In	□ IR − Damage to □ CD − May cause □ CU − Continues □ HS − Health & Somewhat Severity: The severity of the sev	our image and refurther consequence impact; that afety risk; to our fithe negative con	eputation will resuential damage to tis the element resustant, visitors and sequence will have	other elements of the buildiceported does not properly fund other users differing impacts on the building	g occupier or building user;  Tick as applicable
5.2 In	□ IR − Damage to □ CD − May cause □ CU − Continues □ HS − Health & Somewhat Severity: The severity of the sev	our image and refurther consequence impact; that afety risk; to our fithe negative con	eputation will resuential damage to tis the element resustant staff, visitors and sequence will have  Severity Scale  Low	oother elements of the buildice ported does not properly fund other users differing impacts on the building  Description  Incident –minor injury	g occupier or building user;  Tick as applicable
5.2 In	□ IR − Damage to □ CD − May cause □ CU − Continues □ HS − Health & Somewhat Severity: The severity of the sev	our image and refurther consequence impact; that afety risk; to our fithe negative con	eputation will resuential damage to tis the element resurs staff, visitors and sequence will have  Severity Scale Low  Medium	oother elements of the buildice ported does not properly fund other users differing impacts on the building  Description  Incident –minor injury  Injury	Tick as applicable
5.2 In	□ IR − Damage to □ CD − May cause □ CU − Continues □ HS − Health & Somewerity: The severity of the sative Consequence with & Safety	our image and refurther consequence impact; that afety risk; to our fithe negative con	eputation will resuential damage to tis the element resurs staff, visitors and sequence will have  Severity Scale Low Medium High	oother elements of the building operated does not properly fund other users differing impacts on the building operated of the building operated of the building operated of the building operated on	Tick as applicable
5.2 In	□ IR − Damage to □ CD − May cause □ CU − Continues □ HS − Health & Somewerity: The severity of the sative Consequence with & Safety	our image and refurther consequence impact; that afety risk; to our fithe negative con	eputation will resuential damage to tis the element resuential damage to tis the element resuential sequence will have  Severity Scale Low Medium High Low	oother elements of the building ported does not properly fund other users differing impacts on the building  Description Incident –minor injury Injury Major Injury o death Little inconvenience	Tick as applicable
5.2 In	□ IR − Damage to □ CD − May cause □ CU − Continues □ HS − Health & Somewerity: The severity of the sative Consequence with & Safety	our image and refurther consequence impact; that afety risk; to our fithe negative con	eputation will resuential damage to tis the element resuential damage to tis the element resuential visitors and esequence will have  Severity Scale Low Medium High Low Medium Medium	oother elements of the building ported does not properly fund other users differing impacts on the building  Description Incident –minor injury Injury Major Injury o death Little inconvenience Restricted use of facility	Tick as applicable
5.2 In	IR – Damage to CD – May cause CU – Continues HS – Health & Soewerity: The severity of gative Consequence with & Safety	our image and refurther consequence impact; that afety risk; to our fithe negative con Effect People  Building Use	eputation will resuential damage to tis the element resurs staff, visitors and sequence will have  Severity Scale Low Medium High Low Medium High High	oother elements of the building ported does not properly fund other users differing impacts on the building pescription Incident –minor injury Injury Major Injury o death Little inconvenience Restricted use of facility Unable to use facility	Tick as applicable
5.3 Se Neg Hea	□ IR − Damage to □ CD − May cause □ CU − Continues □ HS − Health & Somewhat Somewha	our image and refurther consequence impact; that afety risk; to our fithe negative con Effect People  Building Use	eputation will resuential damage to tis the element resuential damage to tis the element resuential for staff, visitors and esequence will have  Severity Scale Low Medium High Low High Low Low Low	oother elements of the building ported does not properly fund other users differing impacts on the building pescription Incident –minor injury Injury Major Injury o death Little inconvenience Restricted use of facility Unable to use facility Single component	Tick as applicable
5.3 Se Neg Hea	IR – Damage to CD – May cause CU – Continues HS – Health & Soewerity: The severity of gative Consequence with & Safety	our image and refurther consequence impact; that afety risk; to our fithe negative con Effect People  Building Use	eputation will resuential damage to tis the element restricts and sequence will have  Severity Scale Low Medium High Low High Low Medium High Low Medium High Low Medium High Medium	oother elements of the building ported does not properly fund other users differing impacts on the building pescription Incident –minor injury Injury Major Injury o death Little inconvenience Restricted use of facility Unable to use facility Single component Multiple components	Tick as applicable
5.3 Se Neg Hea	□ IR − Damage to □ CD − May cause □ CU − Continues □ HS − Health & Somewhat Somewha	our image and refurther consequence impact; that afety risk; to our fithe negative con  Effect People  Building Use	eputation will resuential damage to tis the element resuential damage to tis the element resuential for staff, visitors and esequence will have  Severity Scale Low Medium High Low Medium High Low Medium High High Low Medium High	oother elements of the building ported does not properly fund other users differing impacts on the building pescription Incident –minor injury Injury Major Injury o death Little inconvenience Restricted use of facility Unable to use facility Single component Multiple components Catastrophe or replacement	Tick as applicable

## SHIRE OF COLLIE BUILDING MAINTENANCE REQUEST AND CHECKLIST



Dat	e of Inspection	n	ς	igned		
		' <u> </u>	3	.g.r.cu		
Priority & R	Rating Scale:  Definition					
0	Immediate (urgent)					
1	Short term (12 month window)  Medium Term (24 month window)  Long Term (>24 month window)					
2						
3						
Priority	Definition					
1	OH&S or sta	OH&S or statutory requirement				
2	Safety or En	vironmental	requirement	[		
3	Structural Damage Functional Loss of Facility					
4						
5	Aesthetic Re	Requirement				
		1	2	3	4	5
		OH&S			Functional Loss	
			Environment	Damage	of Facility	Requirement
	mmediate	0	0	0	0	0
	urgent) Short term	1 1	2 1	3 1	4· 1	5 1
	12 months)	1	2	3	4	5
	Medium term		2	2	2	2
	4 months	1	2	3	4	5
	onger term	3	3	3	3	3
3 L		1	2	3	4	5
	24 months	-				