

## TENANCY CHECKLIST

**NAME OF AREA :**

**DATE OF CHECKLIST:**

This checklist is issued to internal University areas (eg. Schools, Faculties, Department, Centres, Divisions) when they are allocated new space on campus. While the respective responsibilities of the areas and Facilities and Services are detailed in a Service Level Agreement (copy attached), this checklist highlight specific issues that should be considered by the area when taking up residence in the new building..

When an area takes possession of new space in a University building, they do so on the understanding that they will comply with the University's basic requirements in respect of maintaining that area. This includes accepting responsibility to protect the building fabric and fixtures, the surrounding landscape and ensuring that cleaning and waste management standards are met. The area also undertakes to ensure that there are adequate funds available in their budget to meet their obligations, particularly in respect of utilities, cleaning, recycling and waste services.

Issue	Area Responsibility	F&S Responsibility	Comments	Tenants Initial
<b>Building Custodian</b>	<ul style="list-style-type: none"> <li>Appoint a building custodian to liaise with Facilities and Services</li> </ul>	<ul style="list-style-type: none"> <li>Appoint a client liaison officer to act as a point of contact with the Division when required</li> </ul>		
<b>Security</b>	<ul style="list-style-type: none"> <li>Advise ANU Security of any additional security requirements, including protection of rare or valuable items or impending visits by high profile individuals or groups</li> <li>Distributing UniSafe media to staff</li> <li>Upkeep of fixed security systems</li> </ul>	<ul style="list-style-type: none"> <li>Manager, Security and Campus Services will evaluate security requirements and if necessary, make appropriate security arrangements.</li> <li>Provide UniSafe media for distribution</li> </ul>		
<b>Parking</b>	<ul style="list-style-type: none"> <li>Ensure all staff are advised of ANU Parking requirements, including the obligation to display a current permit when parking on campus</li> <li>Ensure all authorised vehicles display a current Authorised Vehicle permit and are park in designed "Authorised Vehicle only" parking areas</li> <li>Advise Facilities and Services of any special parking requirements including additional disabled parking or visitor parking areas</li> </ul>	<ul style="list-style-type: none"> <li>Approve requests for authorised vehicle permits.</li> <li>Liaise with area about parking requirements including authorised parking, disabled parking and time limited parking areas</li> </ul>	<p>All requests for the issue of authorised vehicle parking permits for use in private vehicles must be submitted to Director, Facilities and Services for approval. All requests are considered on their merits.</p> <p>Facilities and Services will liaise with the area regarding the allocation of parking spaces for authorised vehicles, visitors and disabled drivers. In general, the allocation will be consistent with the</p>	

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			formula used for allocating parking spaces across campus.	
<b>Fire Safety</b>	<ul style="list-style-type: none"> <li>• Appoint a building fire wardens to participate in fire safety training and evacuations</li> <li>• Provide free access to Fire Safety Officers when they complete regulatory reviews of the building.</li> <li>• Coordinate the participation of all staff in fire safety training and provide a suitable training venue.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct fire safety inspections</li> <li>• Provide fire safety training sessions for building wardens and staff</li> </ul>		
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Ensure that cleaning services are provided at the minimum service level detailed in the ANU Cleaning Specification</li> <li>• Where the University Cleaning Contractor is not used, ensure that the contractor employed complies with OH&amp;S regulations and industry award provisions.</li> <li>• Pay for cleaning services</li> </ul>	<ul style="list-style-type: none"> <li>• Where the University Cleaning contractor is used: <ul style="list-style-type: none"> <li>(i) Complete an independent inspection of cleaning standards at least once per quarter</li> <li>(ii) Liaise with contractor to arrange changes to contract, quotes for additional serves and to resolve disputes</li> <li>(iii) Process monthly invoices and recover cost of cleaning via journal transfer within 30 days</li> </ul> </li> <li>• Where the area elects to employ an alternative contractor: <ul style="list-style-type: none"> <li>(i) Review the contract arrangements to ensure they provide a service that will meet the minimum cleaning standards specified in the University Cleaning specification and that the selected company is complying with relevant industrial and safety regulations</li> </ul> </li> </ul>	The University has established a cleaning contract which defines the minimum cleaning services acceptable in a University building. Where the area elects to use a contractor other than the University's preferred service supplier, the agreement with the alternative contractor must be approved by the Director, Facilities and Services	

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<b>Waste and Recycling</b>	<ul style="list-style-type: none"> <li>• Establish procedures for minimising waste production in area</li> <li>• Establish recycling bins for paper, glass and metals including, where practical, desk side recycling systems</li> <li>• Establish ash trays at all entrances to the building and ensure that they are emptied by the cleaning contractor on a regular basis</li> <li>• Pay for waste and recycling services</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate the University's waste and recycling contracts</li> <li>• Provide advice on suitable recycling systems and provide appropriately colour coded recycling bins as required</li> </ul>		
<b>Environmental Management</b>	<ul style="list-style-type: none"> <li>• Participate in the University's ANUgreen program, through promotion of better environmental management behaviour among staff. This includes the distribution of relevant University media and involvement in the Green Office audit program</li> </ul>	<ul style="list-style-type: none"> <li>• Develop media on environmental management issues, including better waste management, energy and water conservation and biodiversity.</li> <li>• Conduct a Green Office Audit once per year and provide a confidential report to areaal management, including recommendations for improving environmental performance (Where an additional cost is likely, the recommendation will include advice on return on investment)</li> </ul>	The Green Office Audit is part of the larger University Environmental Management Strategy. The primary aim of this program is to identify office based opportunities for improving environmental performance. As such, most recommendations will relate to staff behavioural changes or selection of alternatives to current office equipment when it reaches the end of its life cycle.	

<b>Utilities</b> <ul style="list-style-type: none"> <li>• <b>Water</b></li> <li>• <b>Gas</b></li> <li>• <b>Electricity</b></li> </ul>	<ul style="list-style-type: none"> <li>• Provide advice on any specific service provision requirements, including environmental conditions within building (eg. switch on/off times for air conditioning, temperatures required etc)</li> <li>• Pay for the cost of utilities</li> </ul>	<ul style="list-style-type: none"> <li>• Manage University contracts for the provision of utilities and where appropriate, liaise with contractor on behalf of the tenant.</li> <li>• Process monthly invoices and recover cost of cleaning via journal transfer within 30 days</li> <li>• Provide advice on energy management (including energy conservation issues)</li> </ul>	<p>Note: Installation of telephone and telefacsimile systems can currently be arranged through Facilities and Services. However, in the near future this function will be transferred to the Division of Information.</p>	
<b>Removal and Storage</b>	<ul style="list-style-type: none"> <li>• Unless otherwise agreed, arrange own removal of equipment to/from the building and arrange own storage of surplus equipment</li> <li>• Unless otherwise agreed, pay for the costs of removal and storage</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange access to building</li> </ul>		
<b>Signage</b>	<ul style="list-style-type: none"> <li>• Advise Facilities and Services of signage requirements</li> <li>• Ensure all external and internal signage complies with the University signage design standards</li> <li>• Unless otherwise agreed, pay for the cost of creating and installing all signage</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange for the creation and installation of all internal and external signs</li> <li>• Pay for the creation and installation of all directional signs outside the boundary of the building</li> </ul>		
<b>Room Numbering</b>	<ul style="list-style-type: none"> <li>• Ensure that room numbers comply with University standards and records held by Facilities and Services</li> <li>• Coordinate any request for change through the Facilities and Services Division</li> </ul>		<p>Room numbering is governed by University design guidelines. Details of room numbers are recorded on drawings held by the Facilities and Services Division</p>	

**NOTE: Prior to the relocation of the department, representatives of the area and Facilities and Services will meet to identify any costs for ongoing maintenance, grounds and security services that may have to be met by the area. In normal circumstances, these will be detailed in the relevant Service Level Agreement. However, where this is not the case, or changes to funding arrangements have been made, after discussions, Facilities and Services will ensure that the Service Level Agreement is amended.**