

## Marae Maintenance Contractor Role Job List

<b>Weekly Job List</b>
Sprinkler system and pump check
Exit warning and lighting inspection
Check toilet/shower fittings and fixtures- report all failures here and repair as required.
Check and keep cobwebs in check, especially inside all buildings and whare paku, in lower doorway areas and on veranda's.
Check walkway to Marae and area in front of Wharenuui and clear away any debris, twigs etc Weed and Cut back when needed
Check front gate front gate wheels-pump them up if needed
Maintain lawns all grassed areas and out to sewerage mounds, beside Wharenuui, car park area and around the entranceway. <i>Remove deep rooting plants from sewerage beds as required.</i>
Ride lawn mower to be hosed out and down and wiped dry after every time it's been used. All grass clippings and garden rubbish to be discarded in hole next to work container.
Check marae fences and use weed eater to clear weeds from bottom of fences as required.
Check building for signs of vermin and treat accordingly.
Check and remove rubbish as required Insure that back porch and wash house is clean and tidy at all times.
Ensure that Marae entree register is kept up to date.
Keep work container and garden shed in tidy condition at all times.
Ensure if any equipment is need for school it is recorded & dated in log book and returned asap.
Check, refill and maintain all Gas cylinders as required. NB One bank must always be full.
Check fresh water tanks and if levels drop below 25% here.
Generator maintenance checks – NOTE: Generator to run for an hour
<b>Monthly Job List</b>
Check all light switches and fittings-report all failures here and repair as required.
Check and replace all failed bulbs as and when required
Wipe down all inside and outside doors
Lubricate all doors and window hardware throughout complex
Weed eating around garden edges, fence lines etc .
Keep all gardens and hot houses weeded and shrubs pruned at a tidy height ( Front /Back .off complex )
Keep area around fire pit/Hangi pit tidy at all times
Insure fire wood is kept replenished at all times (consultation with office) and that wood boxes inside and out are full at all times
Check guttering fixtures and drainage outlets and keep clear of detritus
Bush track to be raked and cleared of debris

**Quarterly Job List**

Clean all interior and external windows

Spray Weedkiller around verges of building, gardens and fences, inside Waharoa, gravelled areas and entranceway.

Internal carvings to be polished with Neapol

Wash down front mahau

Clean all ovens

**Annual Job List**

Backwash Septic tank filter and check valve sequency at effluent mounds

Check roof for loose nails and flashing.

Water blast the marae atea (front of whare tipuna) from the waharoa to the mahau.

Bathroom spring cleaned - Bathroom and shower walls to be washed down and shower drain lid removed and cleaned

Store Room Spring cleaned - Store room completely cleared and cleaned out

**Following each Marae Booking**

Complete a full tour of the complex to ensure it has been left in a clean and tidy condition.

Check the following:

- Wash house and back porch are clean and tidy
- Kitchen - return all equipment to original places Wipe down benchers / stoves if needed
- Store room is in a clean/ tidy condition and door locked
- Wharekai - ensure all chairs are clean (wipe all marks with hot soapy water if needed) and in right position, that fire place is cleaned out and re set for next booking and that the wood box is full,
- Store room – Cleaning area: Replenish cleaning trolley and ensure room is clean and tidy
- Bathrooms - clean any bathroom if not up to standard and ensure they all have hand soap, towels and toilet paper
- Wharetipuna - Check Whare has been left ready for next booking.