

# Part 3 – Buildings constructed before 1 July 1994

VALID TEST AREAS

GWOC.  
PROPERTY MAINTENANCE  
Handbook, 2009

The *Building Regulations* 2006 (the *Regulations*) require that owners of buildings built prior to 1 July 1994 maintain the essential safety measures installed within the building.

Any essential safety measure in Class 1b, 2, 3, 5, 6, 7, 8 and 9 buildings and places of public entertainment constructed before 1 July 1994 must be maintained by the owner to a working condition that enables them to fulfil their purpose and meet the expectations of inspecting authorities.

## What essential safety measures are required to be maintained?

Part 12, Subdivision 2 of the *Regulations* does not explain or define the terms 'item of equipment', 'form of construction' or 'safety strategies'. However, it is expected that building owners will engage suitably qualified and competent persons to establish the essential safety measures and outline a level of maintenance. In some instances this may be a difficult task and may involve detailed inspection and research of historical documentation to establish the essential safety measure and frequency and type of maintenance.

Essential safety measures in this Part means any measure required for the safety of persons using a building or place of public entertainment. It includes an item of equipment, form of construction or safety strategies.

Essential safety measures in a building constructed prior to 1 July 1994 could be, but are not limited to:-

- Air conditioning systems
- ~~Emergency lifts~~
- Emergency lighting
- ~~Emergency power supply~~
- ~~Emergency warning and intercommunication systems~~
- Exit doors
- Exit signs
- Fire brigade connections
- ~~Fire control centres~~
- ~~Fire control panels~~
- ~~Fire curtains~~
- ~~Fire dampers~~
- Fire detectors and alarm systems
- Fire doors
- Fire extinguishers (portable)
- Fire hydrants
- ~~Fire indices for materials~~
- ~~Fire isolated lift shafts~~
- ~~Fire isolated passageways~~
- ~~Fire isolated ramps~~
- ~~Fire isolated stairs~~
- Fire mains
- ~~Fire protective coverings~~
- ~~Fire-rated access panels~~
- ~~Fire-rated control joints~~
- ~~Fire-rated materials applied to building elements~~
- ~~Fire-resisting shafts~~
- ~~Fire-resisting structures~~
- ~~Fire shutters~~
- ~~Fire windows~~
- ~~Lightweight construction~~
- ~~Mechanical ventilation systems~~
- Paths of travel to exits
- ~~Penetrations in fire-rated structures~~
- Smoke alarms
- ~~Smoke control measures~~
- ~~Smoke doors~~
- ~~Smoke vents~~
- ~~Sprinkler systems~~
- Stairwell pressurisation systems
- ~~Static water storage~~
- Vehicular access for large isolated buildings
- ~~Warning systems associated with lifts~~
- Any other fire safety matter which is required by the *Act* or *Regulations* and the relevant building surveyor designates on the occupancy permit or otherwise determines in writing

The *Regulations* require that the owner must ensure that an essential safety measure:-

- a) Is maintained in a state which enables the essential safety measure to fulfil its purpose; and
- b) Must not be removed from its approved location except for the purposes of providing maintenance.

NOTE: THERE WERE NO SPECIFIC A.E.S. MEASURES ON THE ORIGINAL CERTIFICATE OF OCCUPANCY - ONLY RESTRICTION ON PERMIT WAS NO EXTERNAL NOISE.

## What should be the level of maintenance?

If there was no specific standard of maintenance in force at the time, then any relevant Australian Standards available at the time may be used as a guide to the level of adequate maintenance. If there was no relevant Australian Standard in existence at the time of installation, then the first published edition of a relevant Standard may be used as a guide to what may be adequate maintenance.

The level of maintenance expected in the future by inspecting authorities should not be greater than that required at the time the initial maintenance requirement was determined for that existing essential safety measure.

## Do I need to upgrade my essential safety measure?

The *Regulations* do not require the automatic upgrade of systems in buildings where regulations change from time-to-time. The essential safety measure must be maintained by the owner to a working condition that enables them to fulfil their purpose.

The enforcement provisions of Part 8 of the *Act* provide for a municipal building surveyor or private building surveyor where appointed, to review any risk to the life, safety, or health of any occupant in a building. As part of the enforcement process consideration could be given to upgrading the essential safety measures to current standards and practices.

## Cooling Towers

The *Building (Legionella) Act 2000* requires all cooling tower systems in Victoria to be registered with the Building Commission to help track potential sources of Legionnaires' disease. The *Building Act 1993* requires the registration of all cooling tower systems and the development of a Risk Management Plan (RMP) for each cooling tower system.

The *Building (Legionella Risk Management) Regulations 2001* specify the risks that an RMP must address. The *Health (Legionella) Regulations 2001* also prescribe maintenance, testing and associated record-keeping relating to cooling tower and warm water systems that a responsible person must comply with.

The owner of the land on which a cooling tower system is located is required to register and renew the registration of that system on an annual basis. Once on the register, the application for renewal of registration will be sent to the owner before their current registration expires each year.

## Maintenance and inspection records

For pre-1994 buildings, the *Regulations* do not specify a level of documentation to be kept by the owner. It is recommended that records of maintenance should be completed and made available to the building owner or agent at the time of conducting the system and equipment maintenance.

It is recommended that records should contain the following information:

- a) Record reference. ✓
- b) Name of building or site. ✓
- c) Address of building or site. ✓
- d) Date of maintenance/inspection. ✓
- e) System or equipment identification and location (Possibly a location plan). ✓
- f) Frequency of maintenance activity undertaken. ✓
- g) Defects identified. ✓
- h) Name of property owner or the agent. ✓
- i) Name and signature of the service person. ✓
- j) Date the record was completed. ✓

## Form of records

If a person, such as a building surveyor, has been used to inspect and nominate essential safety measures, that person should provide advice as to the level of record-keeping required to satisfy the level and frequency of maintenance. As a minimum, it should include the information provided above.

EMAIL TO:

THEOT@MONASH.VIC.GOV.AU

Building Act 1993  
Building Regulations 2006

REGULATION 1209 & 1215: ANNUAL ESSENTIAL SAFETY MEASURES REPORT<sup>1</sup>

Property Address: 4-10 BOGONG AVE, GLEN WAVERLEY.

Building/s or part of building: GLEN WAVERLEY UNITING CHURCH.

Classification of building/s or part of building:

WORSHIP CENTRE + ASSOCIATED MEETING ROOMS  
+ HALL

PART A - Post July 1994 building

This part of report is in relation to occupancy permit no: (insert no) 102266 issued: (insert date) 20/12/91 or maintenance determination dated: (insert date) N/A and is required to be prepared before each anniversary of the date of that occupancy permit or maintenance determination.

Maintenance personnel details

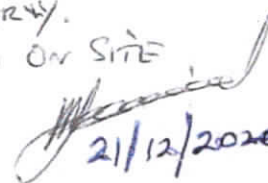
The following personnel carried out maintenance on the essential safety measures in this building during the preceding 12 months.

Essential safety measure	Name	Address
PERFORMED BY: WARREN GREENWOOD		7 LEEWARD DRIVE G.W.
21/12/2020	Greenwood, Property Manager	MOBILE: 0483028948

IN ACCORDANCE WITH PART 3 BUILDING REGULATIONS 2006.

- EMERGENCY LIGHTS - AS 2293.2 - QUARTERLY.
  - EXIT DOORS - SECTION 10.2 - QUARTERLY.
  - EXIT SIGNS - AS 2293.2 - QUARTERLY.
  - FIRE BLANKETS
  - FIRE HOSES, REELS & MAINS
  - FIRE HYDRANTS (H).
  - PATHS OF TRAVEL TO EXITS - QUARTERLY.
  - SMOKE ALARMS - NOW MONITORED - QUARTERLY.
- UFE INSPECTIONS  
6 MONTHLY.

EVIDENCE OF INSPECTIONS HELD ON SITE

  
21/12/2020

**PART B - All Buildings (pre and post July 1994 Buildings)**

**1) Details of any inspection report provided under section 227E<sup>2</sup> of the Building Act 1993; and**

**2) Compliance**

I hereby state that I have ~~the owner has~~ taken all reasonable steps to ensure that—

\* Delete as applicable

- (i) each essential safety measure is operating at the required level of performance or to fulfil its purpose; and
- (ii) where applicable each essential safety measure has been maintained in accordance with the occupancy permit or maintenance determination and will fulfil its purpose; and
- (iii) since the last annual essential safety measures report there have been no penetrations to required fire-resisting construction, smoke curtains and the like in the building, other than those for which a building permit has been issued; and
- (iv) since the last annual essential safety measures report there have been no changes to materials or assemblies that must comply with particular fire hazard properties, other than those for which a building permit has been issued; and
- (v) the information contained in this report is correct.

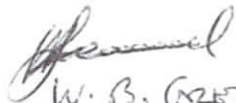
**Signature**

Owner/agent of owner<sup>\*3</sup>

\* Delete if inapplicable

Signed:

ON BEHALF OF THE UNITING CHURCH OF AUSTRALIA  
PROPERTY TRUST, AS APPROVED APRIL 2014  
(Peter Mark Porter)

  
W. B. GREENWOOD  
0403028948

Date:

21/12/2020

**NOTES**

1. The owner must ensure that this annual essential safety measures report and records of maintenance checks, service and repair work are available on the premises for inspection by the municipal building surveyor or chief officer after 24 hours notice. The penalty for non-compliance is a maximum of 10 penalty units.
2. Section 227E of the *Building Act 1993* provides the power for the chief officer and municipal building surveyor to inspect essential safety measures.
3. Under section 240 and 248(1) of the *Building Act 1993* an agent of the owner must have written authority from the owner to act as their agent. Also note the general rules of "Agency" also apply.

**1.2 EXIT DOORS**

Name of building: GEN WAREHOUSE UNITIVE Church Name of owner: UCA PASSENGER TRUST.

Address: 10-12 BOGONG AVE GEN WAREHOUSE.

Level of performance and frequency of maintenance (as specified on occupancy permit): 3-6 monthly Annual Return to Member Council

Date of inspection	Name and address of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature
29/8/19	WARREN GREENWOOD 7 HERWOOD AVE G.W.	NIL			<i>Warren Greenwood</i>
20/11/19		NIL			<i>Warren Greenwood</i>
15/6/20		NIL	Passport closed 1/3 → 15/6		<i>Warren Greenwood</i>
21/12/20		NIL	Passport Reopens 19/20 Passport closes 2 months Reopens JUL 2021		<i>Warren Greenwood</i>
28/21		NIL			<i>Warren Greenwood</i>

### 1.3 FIRE DOORS


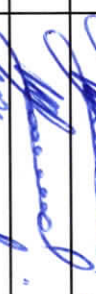
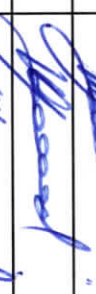
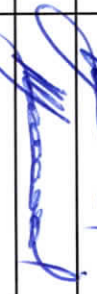

REFER: AS 1851.7

Name of building: Green Waverley Unit 101 Civic Circuit

Name of owner: UCA PROPERTY TRUST.

Address: 10-12 BOGONG AVE GREEN WAVERLEY.

Level of performance and frequency of maintenance (as specified on occupancy permit): 3-6 months Annual RETURN TO MONITOR COUNCIL






Date of inspection	Name and address of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature
29/8/19	WARDEN GABRIELLA D 7 KERRINARA AVE G.W	Nic			
20/11/19	✓	Nic			
15/6/20	✓	Nic	PROPERTY CLOSED 1/3-2/6.		
24/12/20	✓	Nic	PROPERTY RE-OPENED 12/20		
21/8/21	✓	Nic	PROPERTY CLOSED IN NIC		

**1.6 PATHS OF TRAVEL TO EXITS**

Name of building: GREEN WARELEY UNITING CHURCH Name of owner: UCA PARSONS TRUST.

Address: 10-12 BOGONG AVE GREEN WARELEY

Level of performance and frequency of maintenance (as specified on occupancy permit): 3-6 months Annual Return To MONKIE Council

Date of inspection	Name and address of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature
29/8/19	WALTER GREENWOOD 7 LEEWARD AVE G.W.	NIL.			
20/11/19		NIL.			
15/6/20		NIL	PARSONS CLOSED 1/3 → 15/6		
21/12/20		NIL	PARSONS CLOSED 12/20		
2/5/21		NIL	PARSONS CLOSED 20/21		

## 2.1 EMERGENCY LIGHTING

REFER: AS 2293.2

### SIX-MONTHLY AND TWELVE-MONTHLY PROCEDURES

Name of building: GLEN WATSONLEY UNITING CHURCH Name of owner: UCA PROPERTY TRUST.

Address: 10-12 BOGONG AVE GLEN WATSONLEY

Level of performance and frequency of maintenance (as specified on occupancy permit): 3-6 MONTHS-ANNUAL.

Unit	Task	Routine 1 i.e. six Months	Routine 2 i.e. twelve Months	Signature	
Battery Charger	Visual inspection of unit	29/8/19	15/6/20	[Signature]	21/12/20
	Clean unit and cubicle	N/A	N/A		N/A
	Check battery voltage - record voltage	N/A	N/A		N/A
	Check all connections	N/A	N/A		N/A
	Check voltmeter calibration - record result				
	Check battery earth - fault detector operates				
	Check battery low - voltage alarm operates				
Inverter	Visual inspection of unit	N/A	No issues of same Power.		CHECK CLEAN OPERATIVE N/A N/A
	Check D.C. input voltage - record voltage	N/A	N/A		
	Check A.C. output voltage - record voltage	N/A	N/A		
	Check voltmeter calibration - record result				
Distribution and control equipment	Visually inspect - relays, contactors, fuses, circuit breakers	N/A	N/A		N/A
	Check all connections for tightness	N/A	N/A		N/A
	Clean down equipment and enclosures	N/A	N/A		N/A
	Check sensing equipment operates system correctly when normal lighting supply isolated	N/A	N/A		N/A
Emergency lights and exit signs	Check all lights operate correctly	29/8/19	15/6/20	[Signature]	21/12/20
	Replace faulty lamps	T.B.A.	T.B.C.	[Signature]	21/12/20
	Clean reflecting and light emitting surfaces		15/6/20	[Signature]	21/12/20
Total system	Check proper operation with battery-charger off and mains supply isolated	N/A	N/A		N/A
	Check charger-failure alarm operates	N/A	N/A		N/A
	Check correct battery-charging when system restored	N/A	N/A		N/A
	Check and record battery voltage after discharge test - 100% of lights for at least 90 minutes		N/A		N/A
	Battery-charger change over time to "float charge" mode, after "boost" mode selected. Record time		N/A		N/A
	Record battery re-service or replacement				
<b>Date</b>	<b>Name of person conducting inspection</b>	<b>Status</b>	<b>Problems identified</b>	<b>Action to rectify</b>	
29/8/19	WARREN GALEWOOD	PROP. MGR.	Refer attached	RESERVE	
<b>Date problem rectified</b>		<b>Signature</b>			
		[Signature]	15/6/20	[Signature]	21/12/20



**EMERGENCY LIGHTING SYSTEM—SINGLE POINT LIGHTING**

REFER: AS 2293.2

Name of building: GLEN WAVERLEY UNITIC CHURCH. Name of owner: UCA PASSPORT TRUST.

Address: 10-12 BOORONG AVE GLEN WAVERLEY (4-12 on same services)

Level of performance and frequency of maintenance (as specified on occupancy permit): 3-6 MONTHLY REVIEW FOR ANNUAL RETURN

Date of inspection	Name of person inspecting	Date of rectification	Signature	Light Number																					
				1	2	3	4	5	6	7	8	9	0	1	1	1	2	3	4	5	6	7	8	9	0
	WARREN GOSBENDON		[Signature]																						
	<i>Passport Manager</i>																								
Endurance of battery after power turned off		Time in Mins (at least 90)																							
Faulty lamp replaced		✓ if replaced																							
Proper function of battery charger indicator		Yes ✓ No x																							
Endurance of battery after power turned off		Time in Mins (at least 90)																							
Faulty lamp replaced		✓ if replaced																							
Proper function of battery charger indicator		Yes ✓ No x																							
All light emitting and reflecting surfaces cleaned		✓ when completed																							

Date of inspection	Name of person conducting inspection	Status	Problems identified on inspection	Action taken to rectify problem	Date of rectification	Signature
29/7/21	Warren Gosbendon	Pass. Mem.	Nil	N/A.		[Signature]

**EMERGENCY LIGHTING SYSTEM—SINGLE POINT LIGHTING**

REFER: AS 2293.2

Name of building: Green Waverley Unitic Church

Name of owner: UCA Padersey Trust.

Address: 10-12 (4-10) Borong Ave Green Waverley

Level of performance and frequency of maintenance (as specified on occupancy permit):

3-6 monthly + Annual Return To Moversit Council

Date of inspection	Name of person inspecting	Light Number												Date of rectification	Signature							
15/6/20	W. Green C. Greenwood	1	2	3	4	5	6	7	8	9	0	1	1	1	1	1	1	1	1	2	T.B.A.	[Signature]
	Padersey Maria Gen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Unit To Be Replaced	[Signature]
		✓ if replaced																				
		✓ if replaced																				
		Yes ✓ No x																				
		Time in Mins (at least 90)																				
		✓ if replaced																				
		Yes ✓ No x																				
		Time in Mins (at least 90)																				
		✓ if replaced																				
		Yes ✓ No x																				
		Time in Mins (at least 90)																				
		✓ if replaced																				
		Yes ✓ No x																				
		Time in Mins (at least 90)																				
		✓ if replaced																				
		Yes ✓ No x																				
		Time in Mins (at least 90)																				
		✓ when completed																				
		✓ when completed																				
		Problems identified on inspection	One unit to be replaced, just replaced.																			
		Action taken to rectify problem	[Signature]																			
		Date of rectification	7/10																			
		Signature	[Signature]																			

**EMERGENCY LIGHTING SYSTEM—SINGLE POINT LIGHTING**

Name of building: GLEN WASSERLY UNITIC CHURCH Name of owner: UCA PARISH TRUST REFER: AS 2293.2

Address: 10-12 BOGONT AVE GLEN WASSERLY

Level of performance and frequency of maintenance (as specified on occupancy permit): 3-6 monthly Annual Return To Member Council

Date of inspection	Name of person inspecting	Status	Problems identified on inspection	Action taken to rectify problem	Date of rectification	Signature
20/11/19	Warren Greenwood	1 2 3 4 5 6 7 8 9 0 1 1 1 1 1 1 1 1 1 2				
	Status: <u>Properly Maintained</u>					
	Endurance of battery after power turned off	Time in Mins (at least 90)				
	Faulty lamp replaced	✓ if replaced				
	Proper function of battery charger indicator	Yes ✓ No x				
	Endurance of battery after power turned off	Time in Mins (at least 90)				
	Faulty lamp replaced	✓ if replaced				
	Proper function of battery charger indicator	Yes ✓ No x				
	All light emitting and reflecting surfaces cleaned	✓ when completed				
20/11/19	conducting inspection	Properly Maint.	Units 8+9 To GC	Returners, Email 10/11/19	10/11/19	<i>Warren</i>
	As Above					

**EMERGENCY LIGHTING SYSTEM - SINGLE POINT LIGHTING**

Name of building: Green Waverley Writing Centre

Name of owner: UCA PAPERERY TRUST.

REFER: AS 2293.2

Address: 10-12 Bogong Ave Green Waverley

Level of performance and frequency of maintenance (as specified on occupancy permit):

3-6 months Annually - Return To Normal Council

Date of inspection	Name of person inspecting	Status	Problems identified on inspection	Action taken to rectify problem	Date of rectification	Signature																								
29/8/19	WARRON GREENWOOD																													
29/8/19	WARRON GREENWOOD	Light Number																												
		Status	1	2	3	4	5	6	7	8	9	0	1	1	1	1	1	1	2											
		Endurance of battery after power turned off	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								
		Faulty lamp replaced	✓ if replaced	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
		Proper function of battery charger indicator	Yes ✓ No ✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
		Endurance of battery after power turned off	Time in Mins (at least 90)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
		Faulty lamp replaced	✓ if replaced	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
		Proper function of battery charger indicator	Yes ✓ No ✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
		All light emitting and reflecting surfaces cleaned	✓ when completed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

WARRON GREENWOOD  
16/9/19

KEY PLAN



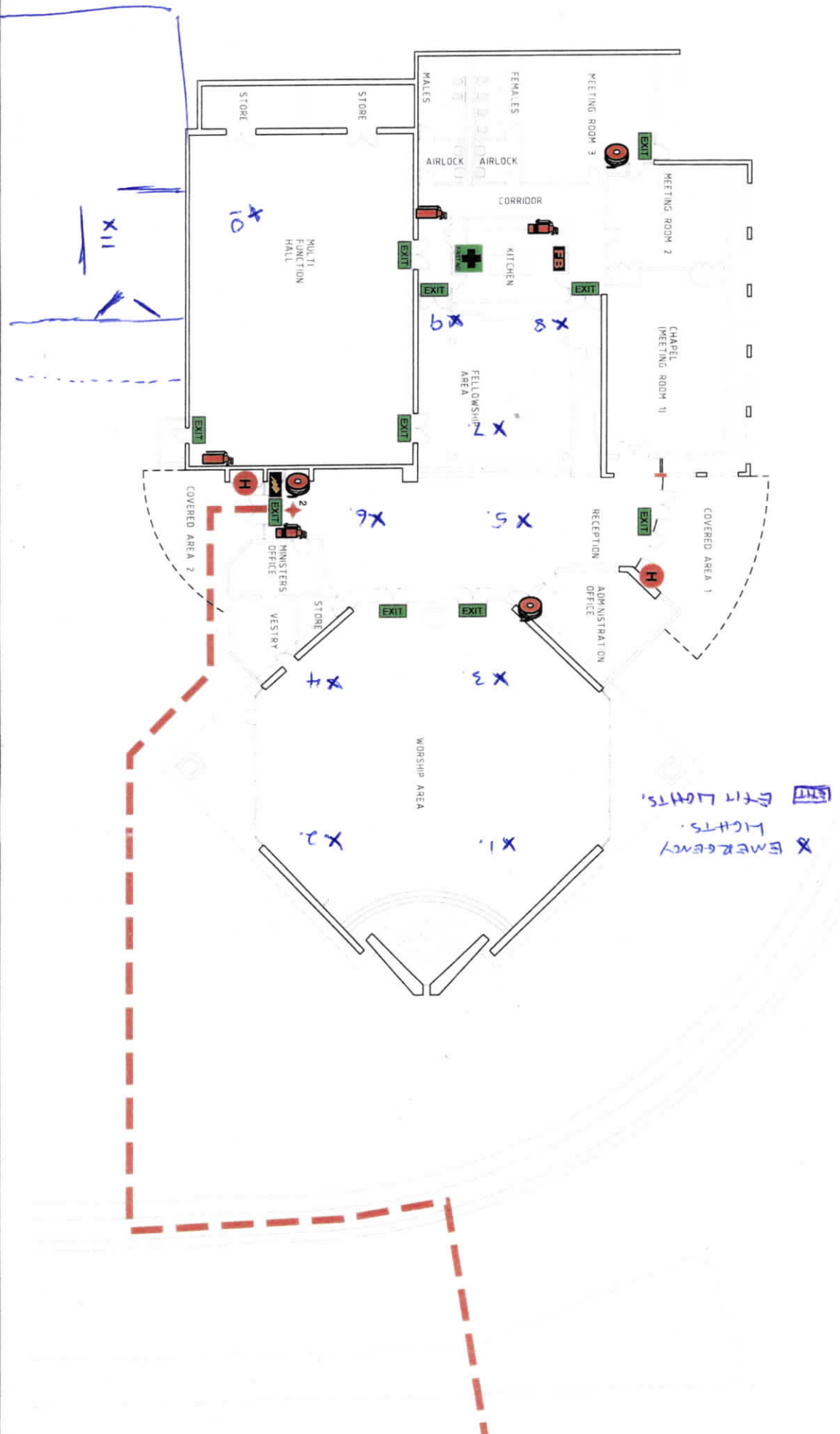
NOTES  
Use figured dimensions only. Do not scale from drawing

- You Are Here
- Exit
- Electrical Switch Board
- Hydrant
- Hose Reel
- Fire Blanket
- First Aid Kit
- Water Extinguisher (General use except electrical)
- Dry Chemical Powder Extinguisher
- Evacuation Assembly Point

REVISIONS

Glen Waverley Uniting Church  
cnr. Bognor Ave and Kingsway  
Glen Waverley, 3150  
Victoria Australia  
T +61 3 9580 3580  
E office@gwuc.org.au  
www.gwuc.org.au

CLIENT  
**Glen Waverley Uniting Church**  
PROJECT  
**Fire Esc and Eva**



**2.4 EXIT SIGNS**

REFER: AS 2293.2

Name of building: Green Maresley Witvic Couriers. Name of owner: VCA Property Trust.

Address: 10-12 Bogong Ave Green Maresley

Level of performance and frequency of maintenance (as specified on occupancy permit): 3-6 months Annual Return To Movers  
COVER

Date of inspection	Name and address of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature
20/11/19	WARDEN GREENWOOD 7 CESTERWATER AVE G.W.	NIL	-	-	<i>[Signature]</i>
15/6/20		NIL	-	-	<i>[Signature]</i>
21/12/20		NIL	-	-	<i>[Signature]</i>
2/8/21		NIL	-	-	<i>[Signature]</i>



### 3.4 FIRE HOSE REELS, FIRE MAINS

REFER: AS 1851.2

Name of building: Green Waverley Unitil Caret Name of owner: UCA Property Trust.  
 Address: 10-12 Bogong Ave Green Waverley  
 Level of performance and frequency of maintenance (as specified on occupancy permit): 3-6 months Annual Return To Monarit Council

Hose reel No. location	Routine 1 — i.e. six-monthly				Routine 2 — i.e. twelve-monthly			
	Date	Problems identified	Problems rectified	Signature	Date	Problems identified	Problems rectified	Signature
	<del>DEFERRED UFE CERTIFICATE SEPARATE</del>							



### 3.5 FIRE HYDRANTS, FIRE MAINS

#### ROUTINE 2 - MONTHLY AND THREE-MONTHLY

(NOTE: Weekly maintenance of pumpset to 1851.14 is required)

REFER: AS 1851.4

Hydrant record care (monthly and quarterly inspection, testing and maintenance)

Building: GREEN WANDSWORTH UNITED CHURCH

Maintenance organisation: UFE FIRE SERVICES Telephone: 9553-1112

Address: 10-12 BOGONG AVE GREEN WANDSWORTH

Place a tick ✓ in box where item is satisfactory

Place a cross ✗ in box where item is unsatisfactory

NOTE: Give details of all unsatisfactory items in REPORT sect

Monthly checks	1	2	3	4	5	6	7	8	9	10	11	12
2.1 All weekly checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Hydrant valves accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Hydrant leaks ALL valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Hose supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Hose fittings and blanking cap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Tank level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Valves set and secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Isolation operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date (monthly)	—	—	—	—	—	—	—	—	—	—	—	—

RETURN TO UFE FIRE SERVICES FOR CERTIFICATE

Quarterly checks	1	2	3	4
3.1 All weekly and monthly checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Brigade alarm operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Valve pressure readings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Circuit-breaker/fuses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Pressure switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Electric pump full load run	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Compression - 30 min run test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Ignition engine - temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Driven pump manual restart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date (quarterly)	—	—	—	—

Report:

Hydrant identification (If necessary): \_\_\_\_\_ Location: \_\_\_\_\_

Date of manufacture: \_\_\_\_\_ Date of service: \_\_\_\_\_



**UFE Services Pty Limited**  
 ABN: 93 626 748 294

Ph: (03) 9553 1112  
 info@ufeservices.com.au  
 www.ufeservices.com.au

## Billing Details

**Customer:** Glen Waverley Uniting Church  
**Site Address:** Cnr Bogong Avenue and Kingsway, Glen Waverley, VIC 3149  
**Service Level:** Yearly (unless otherwise stated in Service Certificate)  
**Service Date:** 28-Jun-2021  
**Service By:** UFE Services, Moorabbin, Victoria 3189

All prices are in AUD and exclude GST  
 Refer to attached Xero invoice for total price including GST

Equipment Description	Brand	Location	Price \$ (excl GST)
<b>Glen Waverley Uniting Church - Cnr Bogong Avenue and Kingsway, Glen Waverley, VIC 3149 - Yearly (14 Equipment)</b>			
Hydrant Millcock	Storz	Front Entry	10.00
Hose Reel Rubber 19mmx36m	Quell	O/SIDE OFFICE RECEIPT	15.00
Extinguisher-ABE-4.5kg	BFI	Rear Entry	7.25
Hose Reel Rubber 19mmx36m	Quell	Rear Entry/Car Park	15.00
Hydrant Millcock	Storz	Rear O/side Ent C/Park	10.00
Extinguisher-ABE-1.0kg	BFI	Kitchen	7.25
Extinguisher-AW-9.0L	FireMaster	H/Way O/Side Kitchen	7.25
Extinguisher-AW-9.0L	Chubb	Main Sports Hall	7.25
Hose Reel Rubber 19mmx36m	Quell	Room 3 Kinder	15.00
Fire Blanket Small	Quell	Kitchen	7.25
Extinguisher-ABE-4.5kg	Antec	New Building at Rear	7.25
Lay Flat Hose 38mm	Storz	Front Entry	35.00
Lay Flat Hose 38mm	Storz	Rear O/Sie Entry C/Park	35.00
Extinguisher-ABE-2.5kg	Ampac	Outside Church Activites	7.25
<b>TOT</b>			<b>185.75</b>

**Total Service Price (excl GST): \$185.75**

Note:  
 Minimum Service Charge: \$80.00  
 If line item amounts in table above are nil, Total Service Price applies

File Name: UFE-444-Yearly-Billing-Details-Service Certificate.pdf

## Service Certificate

Listed equipment has been serviced unless otherwise stated

<b>Customer</b>	Glen Waverley Uniting Church
<b>Site Address</b>	Cnr Bogong Avenue and Kingsway, Glen Waverley, VIC 3149
<b>Service Level</b>	Yearly (unless otherwise stated)
<b>Service Date</b>	28-Jun-2021
<b>Service By</b>	Pete Mitchell
<b>Exclusions</b>	Refer comments

Equipment Description	Brand	Item	Location	Comment
Hydrant Millcock	Storz	1	Front Entry	
Hose Reel Rubber 19mmx36m	Quell	2	O/SIDE OFFICE RECEIPT	
Extinguisher-ABE-4.5kg	BFI	3	Rear Entry	
Hose Reel Rubber 19mmx36m	Quell	4	Rear Entry/Car Park	
Hydrant Millcock	Storz	5	Rear O/side Ent C/Park	
Extinguisher-ABE-1.0kg	BFI	6	Kitchen	
Extinguisher-AW-9.0L	FireMaster	7	H/Way O/Side Kitchen	
Extinguisher-AW-9.0L	Chubb	8	Main Sports Hall	
Hose Reel Rubber 19mmx36m	Quell	9	Room 3 Kinder	0.79 Litres Per Second
Fire Blanket Small	Quell	10	Kitchen	
Extinguisher-ABE-4.5kg	Antec	11	New Building at Rear	
Lay Flat Hose 38mm	Storz	12	Front Entry	
Lay Flat Hose 38mm	Storz	13	Rear O/Sie Entry C/Park	

Reference for all inspections and services is the Essential Safety Measures Maintenance Manual (issued by the Building Commission) for Victoria and the Queensland Development Code – maintenance of fire safety installation for Queensland, as well as relevant standards, including AS 1851-2012 Routine service of fire protection systems and equipment, and AS 2293.2:1995 Emergency evacuation lighting for buildings inspection and maintenance.





*Service Certificate - Cnr Bogong Avenue and Kingsway, Glen Waverley, VIC 3149 - 28-Jun-2021*

<b>Equipment Description</b>	<b>Brand</b>	<b>Item</b>	<b>Location</b>	<b>Comment</b>
Extinguisher-ABE-2.5kg	Ampac	15	Outside Church Activites	



## Attachment: Five-Yearly Service Dates – Portable and Wheeled Fire Extinguishers

Note: dates are schedule dates

Equipment Description	Brand	Item #	Location	Date Last Service (3Y, 5Y, 10Y)	Date Next 5Y Service
<b>Glen Waverley Uniting Church - Cnr Bogong Avenue and Kingsway, Glen Waverley, VIC 3149 (6 Equipment)</b>					
Extinguisher-ABE-4.5kg	BFI	3	Rear Entry	31-MAY-2017	30-MAY-2022
Extinguisher-ABE-1.0kg	BFI	6	Kitchen	31-MAR-2017	30-MAR-2022
Extinguisher-AW-9.0L	FireMaster	7	H/Way O/Side Kitchen	31-MAR-2017	30-MAR-2022
Extinguisher-AW-9.0L	Chubb	8	Main Sports Hall	01-APR-2019	30-MAR-2024
Extinguisher-ABE-4.5kg	Antec	11	New Building at Rear	01-SEP-2020	31-AUG-2025
Extinguisher-ABE-2.5kg	Ampac	15	Outside Church Activites	01-APR-2019	30-MAR-2024



Mobile 0424 080 501  
Phone 03 9584 4148  
Email office@blueplumbing.com.au  
Website [www.blueplumbing.com.au](http://www.blueplumbing.com.au)  
Address 1/78 Voltri St Mentone VIC 3194

## Yearly Fire Hydrant System – Performance Report

Site name	Glen Waverley Uniting Church G	Agent	UFE Services
Address	Glen Waverley Uniting Church	Phone	0434 119 335
Suburb	Glen Waverley	Contract	Warren Greenwood
Customer No.	3446	Email	wgreenwo@bigpond.net.au
Tester	Michael Whittaker	Licence Number	33548

### Property Information

Date of Test	23/7/21	Hydrants Tested	At rear of property in car park
Building Classification	Church	Tapping Size	80mm
Materials Used	Copper	Check Valve	Non found.
Isolation Valve	Sluice valve	Fire Authority	MFB
Valve Location	On road in front of building.		

### Flow Test Results (Attack Hydrants)

Static Pressure (MDH): 350 kpa	Most Disadvantaged Hydrant (MDH) Located: At rear of property
Flow Rate: 2.9 LPS @ 275kpa	

### Booster Connection Flow Test

N/A	N/A
-----	-----

**Comments:** Unsafe to check sluice valve- as was in the road

**Test Outcome:** PASS

**Non-Conformance Items:**



**UFE Services Pty Limited**  
ABN: 93 626 748 294

68-70 Levanswell Road  
Moorabbin, Victoria, 3189  
Ph: (03) 9553 1112  
info@ufeservices.com.au

## Scheduled Service Proposal

<b>Proposal No</b>	552
<b>Issue Date</b>	9-Jul-2020
<b>Customer</b>	Glen Waverley Uniting Church
<b>Site Address</b>	Cnr Bogong Avenue and Kingsway, Glen Waverley, VIC 3149

### Scope of Work

UFE services will perform scheduled inspection and service of equipment as specified in Attachment 1.

Contract period: 2 years.

Reference for all inspections and services is the Essential Safety Measures Maintenance Manual (issued by the Building Commission), and relevant standards, including AS 1851-2012 Routine service of fire protection systems and equipment, and AS 2293.2:1995 Emergency evacuation lighting for buildings inspection and maintenance.

Applicable reports and certificates will be issued on the completion of each service.

### Price

Total price: \$275 per year (excl GST).

Refer to Attachment 1 for service prices. Minimum service fee of \$80 applies. All amounts exclude GST.

Billing amount for each service will be based on the relevant service interval scope and the actual site equipment at the time.

### Additional Work

Additional work will be quoted and invoiced separately. Written approval from the customer is required for additional work to proceed. Additional work includes: scheduled services with service interval more than one year (refer Attachment 2), refill, repair and supply of equipment.



## **Payment Terms**

UFE Services will invoice the customer on completion of the services.

Payment is due immediately on issue of invoice.

Bank: ANZ  
Account Name: UFE Services Pty Ltd  
BSB: 013 355  
Account Number: 417 563 386

## **Commercial Terms**

This proposal or quote ("Proposal") is valid for a period of thirty days.

All prices are in Australian Dollars and exclude GST.

When the customer accepts this proposal by email (or otherwise in writing), the customer accepts all terms and conditions of the Proposal and authorises UFE Services Pty Ltd ("UFE") to proceed.

UFE will provide services as specified in the Proposal. Services will comply with applicable laws, regulations and Australian Standards. Additional work requested by the customer will incur additional charges.

The customer (or a representative) must be on site to provide access to UFE on the scheduled date for the services.

If the customer does not pay UFE in accordance with the payment terms, UFE may suspend the services until payment is received. If payment is more than 30 days overdue, UFE may terminate the services.

Payment due will remain a debt payable by the customer to UFE. The customer indemnifies UFE for any costs, loss or damages arising from the cessation of the services.

Any equipment and materials supplied by UFE remain the property of UFE until full payment for the services is received.

The period of the services (if applicable) will be as specified in the Proposal ("Initial Period").

On expiry of the Initial Period, the services will be renewed for a further period equal to the Initial Period ("Renewal Period"), with such price adjustments (if any) as notified by UFE to the customer, unless either the customer or UFE provides notice that the services are not to be renewed. These renewal conditions apply on expiry of the first Renewal Period and subsequent Renewal Periods.





**Attachment 1: Scope of Work and Service Prices**

Equipment	Qty	1-Mth	Unit Price \$	3-Mth	Unit Price \$	6-Mth	Unit Price \$	1-Yr	Unit Price \$	Note
Lay Flat Hose	2							✓	35.00	
Fire Blanket	1					✓	7.25	✓	7.25	
Hose Reel & Hose	3					✓	8.00	✓	15.00	
Hydrant	2					✓	7.25	✓	10.00	
Fire Extinguisher (1-10kg)	6					✓	7.25	✓	7.25	

**Service Prices**

Monthly: not applicable

Three-Monthly: not applicable

Six-Monthly: \$89.25 per service

Yearly: \$185.75 per service

Minimum service fee of \$80.00 applies

**Total price: \$275 per year**

All amounts exclude GST

Service rates apply to standard service intervals: monthly, three-monthly, six-monthly and yearly. Applicable service scope performed at each service interval. For some equipment items, same service scope may apply for multiple service intervals – e.g. three-monthly service same as monthly service.



**Attachment 2: Additional Work – Service Interval More Than 1 Year**

<b>Equipment Description</b>	<b>Five-Yearly Service</b>	<b>Ten-Yearly Service</b>	<b>Twenty-Five-Yearly Service</b>
Fire Extinguisher (1-10kg)	✓		

For service intervals greater than yearly: quotes provided and customer approval obtained prior to service being performed.

# FIRE HYDRANTS, FIRE MAINS

ROUTINE 3-YEARLY, THREE-YEARLY, SIX-YEARLY

REFER: AS 1851.4

Hydrant record card (yearly, three-yearly and six yearly inspection, testing and maintenance)

Building : GLEN WAVERLEY UNITING CHURCH

Maintenance organisation: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: 10-12 BOGONG AVE GLEN WAVERLEY.

Place tick ✓ in box where item is satisfactory  
Place a cross ✗ in box where item is unsatisfactory

NOTE: Give details of all unsatisfactory items in REPORT section

Yearly checks	Three-yearly checks
4.1 All weekly, monthly and quarterly checks <input type="checkbox"/>	5.1 All weekly, monthly, quarterly and yearly checks <input type="checkbox"/>
4.2 Alarm wiring and connectors <input type="checkbox"/>	5.2 Hydrant presence of water <input type="checkbox"/>
4.3 Hydrant presence of water <input type="checkbox"/>	5.3 Flow test <input type="checkbox"/>
4.4 Tank inspection <input type="checkbox"/>	5.4 Clean tanks <input type="checkbox"/>
4.5 Clean and maintain pipework <input type="checkbox"/>	5.5 Overhaul pressure reducing valves <input type="checkbox"/>
4.6 Electric pump starter operation and maintenance <input type="checkbox"/>	5.6 Overhaul non-return valves <input type="checkbox"/>
4.7 Filter <input type="checkbox"/>	5.7 Test flow switch <input type="checkbox"/>
4.8 Lubricating oil <input type="checkbox"/>	Date (three-yearly) _____
<hr/>	
	<b>Six-yearly checks</b>
	6.1 All weekly, monthly, quarterly, yearly and three-yearly checks <input type="checkbox"/>
	6.2 Hydrostatic test <input type="checkbox"/>
Date (yearly) _____	Date (six-yearly) _____

REFER SEPARATE  
 USE FIRE SERVICE  
 CERTIFICATE

Report:

Hydrant identification (If necessary): \_\_\_\_\_ Location: \_\_\_\_\_

Date of manufacture: \_\_\_\_\_ Date of service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3.6 SMOKE ALARMS**

Name of building: Green Waverley Uniting Church Name of owner: VCA PROPERTY TRUST

Address: 10-12 SOGONG AVE GREEN WAVERLEY.

Level of performance and frequency of maintenance (as specified on occupancy permit): 3-6 months Annual Return To Month 14 Council

Date of inspection	Name and address of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature
29/8/19	WARREN COPENWOOD 7 LEEWONGA AVE GW	NIL			<i>[Signature]</i>
20/11/19	✓	NIL # (RESERVED WITH UNITS SECT 2019)			<i>[Signature]</i>
18/6/20	✓	NIL			<i>[Signature]</i>
21/12/20	✓	NIL	NO ISSUES		<i>[Signature]</i>
2/8/21	✓	NIL	# NO ISSUES		<i>[Signature]</i>

**3.8 STATIC WATER SUPPLY**

Name of building: Green Waverley Uniting Church Name of owner: VCA Property Trust.

Address: 10-12 Begera Ave Green Waverley

Level of performance and frequency of maintenance (as specified on occupancy permit): 3-6 months Annual Return To Monash Council

Date of inspection	Name and address of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature
29/8/19	Wendy Greenwood 7 Lazenby Ave G.W ✓	REFER SEPARATE UFE CERTIFICATE ✓			
20/11/19	✓				
15/6/20	✓	INSPECTION BY YARRA VALLEY WATER MONASH 2020 OK ✓			
21/12/20	✓	YARRA VALLEY WATER CONFIRM ARE PROBLEMS ARE OK ✓			
2/8/21	✓	FIRE SERVICES TESTED 28/7/21 - ANNUAL REPORT ✓			

**5.1 AIR CONDITIONING, MECHANICAL VENTILATION SYSTEMS**

REFER: AS/NZS 3666.2

Name of building: Green Waverley Uniting Church Name of owner: UCA PROPERTY TRUST.

Address: 10-12 BOGONG AVE GREEN WAVERLEY

Level of performance and frequency of maintenance (as specified on occupancy permit): 3-6 months Annual Return To MONARCH COUNCIL

Date of inspection	Name and address of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature
29/8/19	WARREN GREENWOOD 7 LEEWARD AVE G.W.	NIL	ALL A/C UNITS + GAS HEATING UNITS ARE THE SUBJECT OF A PSI-ANNUAL CORROSION P/L SERVICE ADJUSTMENT.		<i>[Signature]</i>
20/11/19	✓	✓	✓		<i>[Signature]</i>
15/6/20	✓	✓	COMPLETION 15/6/20 NO ISSUES		<i>[Signature]</i>
21/12/20	✓	NIL	SERVICES 4/1/21		<i>[Signature]</i>
21/1/21	✓	NIL	MAY 2021. NO ISSUES		<i>[Signature]</i>

### 1.7 VEHICULAR ACCESS AROUND LARGE ISOLATED BUILDINGS

REFER: AS 1851.7

Name of building: Green Waverley Uniting Church Name of owner: UCA PROPERTY TRUST.  
 Address: 10-12 BOGONG AVE GREEN WAVERLEY

Level of performance and frequency of maintenance (as specified on occupancy permit): 3-6 months Annual Return To Monash Council

Date of inspection	Name and address of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature
29/8/19	WARREN GREENWOOD 7 HERWARRA DR G.W	NIL			
20/11/19	✓	✓			
15/6/20	✓	NIL	LINES TO BE REINSTATED		
2/12/20	✓	NIL	12/20 → 1/21		
2/8/21	✓	NIL	COMPLETED 3/21		