

**RETAINED PROPERTY**

<b>EXTERNAL</b>
<b>General Notes</b>
All works to comply with Department Of Housing and Works specifications, architects colour scheme or garden architects plans
<b>FRONT YARD</b>
<b>Garden Maintenance</b>
General clean up and removal of rubbish
Top dress and aerate lawn
No green waste to go in the skip bins
Allow to remove all of the rubbish
High Pressure clean the driveway
Remove <ul style="list-style-type: none"> <li>• Concrete slabs from the drive way</li> <li>• Wire wing fence</li> <li>• Shade cloth</li> </ul>
<b>Fencing Contractor (please read the specs on the mpmwa.com.au web site before commencing work)</b>
Replace any cracked or broken fencing, replace with same or similar unless other wise specified only for the wing fences
All gates to be in good working order,
Drop bolts on all double gate must go into a metal tube in concrete
New fence posts to be galvanised steel
New double gates must be colour bond
<b>Maintenance</b>
Provide new letter box and numbers (check with supervisor for position)
<b>Plumber</b>
Move any free standing taps against the house connect any existing or new down pipes to the storm water system
<b>Painter</b>
Paint the wing fence same colour as the new colour bond gates
<b>Back Yard</b>
<b>Garden Maintenance</b>
General clean up and removal of all rubbish
Cut all over hanging branches on fence line
Cut and edge all grass
Concrete path to the cloths hoist
Service the hoist or replace if needed
Ground to be left even and level
Trim dead limbs from cotton palm
Trim the low branches from the gum tree
Remove all slabs
Remove all of the timber structure and all associated items

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<b>Plumber</b>
Move any free standing taps against the house connect any existing or new down pipes to the storm water system
<b>House</b>
<b>House External</b>
<b>Electrician</b>
Check that all of the lights are in good working order if not replace
1 new circuits breaker with separate R.C.D M.C.B protection for power circuits and R.C.D M.C.B protection for light circuit
1 main earth check is in good working order if not rectify as required
Earthing for all existing light points
Safety check and mega test installation
Allow to supply and fit new globes for all new and existing fittings
1 light switch under car port fit weather proof H.P.M 616 light fitting and have it two way switched with front light inside if not existing and in good working order
Provide smoke alarms to comply with by laws
<b>Brick Cleaner (if brick)</b>
Light acid clean the external walls
<b>Painter</b>
All previously painted surfaces
Front veranda
Meter box inside and out
<b>Roof restorers</b>
Full roof restoration and new colour bond gutters and down pipes including those on the carport (connect to storm water if available) if required
<b>Maintenance</b>
Fix or replace all damaged fascia, bargeboard or eaves linings
Replace missing cover batons
Fix or replace Scotia from eaves
Fix tile fillets from side of house
Remove any old brackets, nails or any other obsolete fixtures
<b>Plumber</b>
Relace the floor waste flaps if in poor condition
Fix any loose pipe work from any where around the house
Re- root any pipes that run over the verandas or steps
All grills over any DG or any other out let must be good condition and replace any that are missing
Fix any cracked or broken DG or any other pipe connections
Allow for concrete spoon drains to all down pipes that are not piped away

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<b>House Internal</b>
<b>Insulation</b>
Insulate the ceiling space as per the Homes West Spec
<b>Maintenance</b>
Remove any old brackets, nails, screws or any other unwanted fixtures
Doors to operate correctly
Door furniture is only to be replaced if it's not working properly or looks daggy (including that on the cupboards)
Remove all the old floor coverings
Solid rubber door buffers through out (New if necessary)
All external doors must have deadlocks with snibs and latch sets that don't interfere with barrier doors
Provide man whole covers if needed
All cupboards to be in good working order inside and out
Rear door to have a raven RP4
Ceilings to be in a condition which will with stand the added weight of insulation
<b>Electrician</b>
Replace light switches that are cracked, faulty, broken, painted or badly faded
Replace all GPO's with doubles
Provide globes for all light fittings
Replace all of the light fittings with baton holders with hats
Provide a GPO no more than 1 meter from the gas out let
<b>Plumber</b>
To provide new gas bayonets if needed and to make all vents comply with Alinta gas
<b>Glazier</b>
To re wire all fly screens
Replace any cracked chipped or missing glass
Locks on sliding doors must be of a high working standard
Provide winders and screens to any suitable windows
Any window without security grills must have key locks
Any mirrors inside of cupboards must be in good condition and secured correctly
All aluminium widows and doors to be in good working order, damaged or missing components are to be replaced
<b>Painter</b>
To paint all previously painted surfaces and any new as specified including the inside of the fire places (black) and any built in cupboards inside and out
<b>Floor Coverings</b>
Strip back the existing replace and damaged or missing tiles then seal
<b>Tiler</b>
Tile window sills through out

<b>LOUNGE</b>
<b>Tiler</b>
Tile the window sills through out the house
<b>Hallway</b>
<b>Maintenance</b>
<ul style="list-style-type: none"> <li>• Replace the front edge of the shelves in the linen cupboard</li> </ul>
<b>KITCHEN</b>
<b>Maintenance</b>
Remove the following items
<ul style="list-style-type: none"> <li>• Cupboards</li> <li>• Existing cupboards</li> <li>• All tiles</li> </ul>
New pantry door and replace the shelves
<b>Cabinet maker (ALL TOPS TO BE POST FORMED WHEN CARCASS NEW OR IF CUPBOARDS ALLOW)</b>
Replace in the same configuration as they are except move the over heads to opposite wall and run to end of bench
<b>Tiler</b>
Replace as is
<b>Plumber</b>
New sink must be single bowl not with flick mixer
<b>Electrician</b>
Replace single power points
<b>Floor Coverings</b>
Vinyl throughout whole of kitchen Tiles not sheet if on top of timber floor boards must have hard lay under it.
<b>Bathroom</b>
<b>Maintenance</b>
Remove the following items
<ul style="list-style-type: none"> <li>• All wall tiles and hob</li> <li>• Vanity</li> <li>• Shaving cabinet</li> </ul>
Bath to stay don't damage please cover with cardboard and plastic
Provide new towel rail ( at the second fix stage )
Allow to rebuild the bath up-stand if bath is being moved
<b>Electrician</b>
1 single 18w fluoro with diffuser and 10" exhaust fan switched separately in bathroom
Must be one double GPO

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<b>Tiler</b>
Waterproof the bath and shower area's
Around the bath as per the specs
Ledge and face of bath
Supply and fit cover strip for edge of tiles
All work is supply and fit
Tile Skirting
Retile the floor
<b>Plumber</b>
Supply a basin taps, nozzle and fit, to shower
Bath staying
<b>Glazier</b>
Shower screen if particle or a shower curtain rail
<b>Cabinet maker</b>
Make and fix vanity unit free standing 900 x 600 (basin supplied by others) not as is
<b>Bath Recoater</b>
Bath
<b>Toilet</b>
<b>Maintenance</b>
Remove all of the skirting tiles
Provide a new toilet roll holder (at second fix stage )
<b>Plumber</b>
Remove pan, seat flush pipes and replace with new as specified
New dual flush system as specified
<b>Glazier</b>
New fly wire to the window
<b>Tiler</b>
Skirting tile
<b>Laundry</b>
<b>Maintenance</b>
Fix handles and catches on over head cupboard
Remove skirting tiles
<b>Plumber</b>
New grill for floor waste
Run pipes for washing machine (if needed)
Supply and fit new taps

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**Painter**

Kill rust on the rough cabinet and over head then paint white

**Electrician**

Replace washing machine switch with double GPO vertical check that it is in the right position

**Tiler (if floor tiles are to be used they must be non slip as per spec)**

Run 1 tile high skirt throughout both toilet and laundry