



# Maintenance & Upkeep During Tenancy: Ongoing Responsibilities

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## Abstract

Renting a property comes with both convenience and responsibility. While tenants often focus on rent payments and moving logistics, ongoing maintenance and property inspections are equally critical to ensure a safe, comfortable, and cost-effective living experience. This guide provides a comprehensive overview of how tenants can proactively monitor and maintain their rental property, identify potential issues early, and communicate effectively with landlords. By understanding common warning signs and implementing a structured approach to upkeep, tenants can protect themselves from unexpected expenses, preserve property value, and enjoy a stress-free tenancy.

## Getting Started

Before moving into a rental property, it is essential to establish a clear routine for monitoring and maintaining the home. Begin by familiarizing yourself with the property's layout, utilities, and key systems such as plumbing, electrical, and drainage. Create a simple inspection checklist to track potential issues and areas that need regular attention. Maintaining records through photos or notes ensures that any pre-existing conditions are documented, helping avoid disputes later.

## Regular Cleaning and Daily Upkeep



Effective cleaning management systems need suitable cleaning methods, schedules, equipment, trained cleaners and reliable communication and consultation.

## Assess the risk

While good cleaning reduces contamination, bad cleaning increases contamination.

Check your workplace for any of the signs that indicate a poor cleaning system:

- floors are not fully dry and can be accessed
- spills and contaminants are left unattended
- a build-up of cleaning product residues (reduces slip resistance)
- cleaning equipment and cords left across walkways
- cleaning is ad hoc, unplanned and reactive
- poor, inappropriate or dirty cleaning equipment used
- incorrect cleaning products and procedures.

## Decide on control measures

There are a range of strategies that have been proven to control the risk of slips, trips and falls, while also leaving floors and other surfaces clean and free from contaminants. The best cleaning requires a combination of important elements, as listed below.

### **Cleaning methods:**

- leave a clean and dry surface, free from moisture or dry waste – e.g. 'clean-to-dry'
- do not leave a build-up of cleaning products
- maintain the slip resistant properties of the floor/surface (if non-slip flooring)
- are based on advice from the flooring supplier
- are tailored to the specific flooring and contaminants – i.e. type and concentration of chemicals etc. For example, the time detergent is on the floor has been shown to have a significant effect on cleanliness. It is also noted that flooring that is slip resistant can be cleaned to be as hygienic as other flooring.

### **Cleaning schedules:**

- are systematic and well planned
- have routine daily cleaning conducted during quiet/slow periods
- include periodic deep/comprehensive cleaning
- provide a rapid/urgent response to spills

- include indoor and outdoor areas
- include customer/visitor areas
- accommodate for periods of bad weather.

#### **Cleaning equipment/products:**

- suited to the task, environment and the users
- don't spread the problem (e.g. paper-towel instead of wet mop for small spill, or 'spill-kit' materials for oil leaks, spill stations where resources are kept etc.)
- includes barriers and signs to keep people off any wet areas if 'clean-to-dry' is not possible.

#### **Personnel responsible for cleaning:**

- cleaners are trained, equipped and supervised to do routine cleaning
- all workers assist in spot cleaning/spills management
- supervisors are trained and able to oversee work practices
- workplace visitors and others encouraged to report hazards where appropriate.

Details regarding the correct cleaning system may be provided in a Safe Work Method Statement or other procedural guidance.

#### **Cleaning methods to consider**

The cleaning method you use will depend on a number of factors. This is best decided in consultation with the flooring and cleaning equipment suppliers based on the workplace's requirements. A combination of methods may be used across the workplace. The following table is from a review of cleaning options for health settings, and may be relevant to other similar settings.

#### **Cleaning management**

Correct and timely floor cleaning is a major part of reducing slips. Cleaning using the wrong methods and/or wrong chemical solutions can make surfaces slippery and can reduce the slip-resistance of some flooring. For example polish can build up and some methods can leave excessive residues. Talk to your cleaning manager or contractor and/or flooring supplier to ensure that the cleaning methods are working well for all areas.

Effective systems also ensure that staff, contractors and others are aware of and follow their roles and responsibilities in slips and trips prevention.

As part of the risk assessment, check that:

- cleaning methods for all floors and paths are fully specified and recorded or updated
- cleaning contractors have been instructed on the required methods and standards
- cleaning is scheduled when there is minimum foot traffic in the area
- workers have been provided with training in the procedures for dealing with slip, trip and fall hazards
- accountability for floor quality and housekeeping is clearly specified and known by all staff
- supervisors have been adequately trained and are able to appropriately supervise work practices
- a reliable spot-cleaning system is in place and known by all staff.

## Preventing Moisture, Mould, and Hygiene Issues



### **Causes of mould**

Mould grows in damp, dull and poorly ventilated spaces, such as kitchens, bathrooms and laundries. Dust and dirt also helps mould grow.

Mould can negatively affect your health.

## Preventing mould and damp

The best way to prevent mould and damp is ensure your home is dry and well-aired:

- Allow sunlight into the property as much as possible, especially in the bathroom, laundry and kitchen.
- Open doors and windows to allow air to circulate, particularly in the bathroom.
- Open windows when you're cooking, or using a shower, bath or clothes dryer. (Check the air from your clothes dryer is vented outside, not inside. Do not put holes in external walls or ceiling sheets without our approval.)
- Clean wet areas of your home, such as your bathroom, kitchen and laundry regularly. Wipe away moisture from windows, walls and near taps. Keep bathroom walls, showers, shower curtains, baths and basins as dry as possible.
- Dry and air damp clothes and shoes outside as soon as possible. Ensure they're dry before putting in a wardrobe or clothes-storing area. Leave wardrobe doors open where possible.
- Clean carpets and rugs regularly using a HEPA (high efficiency particulate air) filter vacuum cleaner.
- Clean up water leaks and spills indoors immediately. Contact your nearest Housing Service Centre if you find any water leaks.
- Clean evaporation trays in air coolers, dehumidifiers and refrigerators frequently. If you have a department-installed evaporative air cooler, we'll clean its filters.
- Don't run evaporative air cooling systems with water during high humidity (over 65%). If the air feels humid, run the air cooler without water and open the windows.
- Allow space between furniture and walls so air can flow, particularly wardrobes.
- Don't stack boxes or other items against outside walls, especially walls that don't get a lot of sun.
- Place absorbent beads in affected rooms to soak up extra moisture. You can buy these at the supermarket.

## Removing mould

### Steps to removing mould

- Obtain personal protective equipment, including half-face disposable respirators with P1 or P2 filters, to avoid inhaling mould spores when cleaning. You'll find these at hardware stores.
- Place drop sheets on the floor and exclude people from the affected area if they're not performing the work.
- Get 2 buckets: 1 for cleaning solution and 1 for clean water.

- Wipe the area clean with a microfibre cloth and cleaning solution. Don't put dirty cloths back in the solution; rinse them in the clean water to avoid cross-contamination.
- After cleaning the area with the solution, wipe the surface with a damp cloth. Don't use the same cloth you used with the solution.
- Wipe the surface dry with a clean cloth.

## Mould remover

Remove mould using a suitable mould remover, such as:

- a solution of 3 parts vinegar and 2 parts water
- a solution of 70% methylated spirits and 30% water
- a solution of tea tree oil and water
- commercial products from the supermarket. Follow the safety instructions to protect your eyes and skin.

## Tips

- Always use a different cloth with each process and throw them away after, or the mould spores will spread and mould will reappear.
- Don't dry brush the area with a broom or brush, as this can spread mould.

## Moving in and moving out

Before you move in, we ensure your home is clean and in good repair for you to live in. If you notice mould in your property when you move in, record it on your Entry Condition report.

When you move out, you must leave the property in a clean condition. If the property needs cleaning to remove mould, we'll charge the costs to your account.

It is one of the most obvious red flags to address when inspecting the property before moving in. The green, nasty moss lingering above the tile edges or overflowing gutters and cracks in chimney flagships is not a good sign of a well structured and habitable property.

A property inspection before moving into a rental home makes a world of difference. It not only provides you with a safe and hygienic environment to live in but also promotes transparency between two parties. You can easily refer to the property condition report before hiring professionals for a budget bond cleaning Gold Coast and get your full bond back without any dispute.



## Spotting Early Warning Signs Around the Home



Finding the right rental home in the hotspots of the Gold Coast, QLD, requires in depth research and a keen eye during the hunting process. Scrutinising the entire property, inside and outside, plays a crucial role in helping you make the right decision as a tenant. Whether you're a first time renter or have years of experience in relocating, a meticulous property inspection can help you address potential red flags that are beyond the surface.

From leakage issues to poor ventilation, it becomes easy to overlook hidden flaws, which may later raise safety concerns and financial losses during the lease period. Therefore, it is essential to thoroughly inspect every nook and cranny of the property, complete the Entry Condition Report, ask any necessary questions if you've doubts, and make a final decision based on your inspection. Having a clear understanding before signing the rental agreement fosters good relationships between tenants and landlords throughout the period. This can also help you conduct a quality bond cleaning Gold Coast without any stress.

So, here is a comprehensive guide to help address common red flags in the rental property to help you stay a step ahead. It is quite easy to overlook them but difficult to live with. Thus, adopt an intricate approach to make the right rental decision.



## 1. Subtle Signs of Dampness in the Property

A property's structure strength determines its long term sustainability. Unfortunately, most people overlook the underlying signs of dampness that can lead to mould infestation, plaster damage, timber rot, and even the need for expensive replastering. When inspecting the property, ensure you look for:

- Salt tide marks from skirting boards
- A musty smell in ground floor rooms
- Bubbling paint or flaking on walls

Remember that everything starts with a small patch and spreads quickly if left untreated. With the help of a professional inspection, you can address this red flag. They use a moisture meter to test suspicious walls and help you pinpoint exactly where to treat or install a damp proof course. It is good to ask your landlord to fix the issue, or you can find a better place for renting.

## 2. Structural Movement: Hairline Fractures & Cracks

Do not sign the agreement if you notice hairline fractures above lintels and beams, stair step cracks in brickwork on outer walls, and diagonal splits across window and door corners. These are the alarming indicators of structural stress and movement. As hairline fractures and cracks widen, it causes bricks to loosen or plaster to crumble. It also creates a path for seepage and can even affect the property's structure.

Thus, it is good to thoroughly inspect walls, nooks and crannies around doors and windows for diagonal damage. Many experts even use crack monitors to check the width of the crack, which indicates potential structural movement.

## 3. Roof and Gutter/Drainage Issues

It is one of the most obvious red flags to address when inspecting the property before moving in. The green, nasty moss lingering above the tile edges or overflowing gutters and cracks in chimney flashings is not a good sign of a well structured and habitable property.

A clogged drainage system allows rainwater to overflow, which can seep under shingles, weaken the base of your property, spawn mould, and even erode landscaping. On the other hand, roofline damage can reduce insulation efficiency, potentially leading to higher electricity bills.

**How to Check it:**

Look for signs of peeling paint, rot and water damage under the roofline. It is good to check cracks or pest entry holes using a flashlight. Don't forget to check gutters for sagging and blockages. Simple hacks can help you make informed decisions.

#### 4. Mould Infestation in Hidden Areas

The nasty, black or green spores/marks behind cupboards, wardrobes, around window trims, shower trays and sinks are the most common rental red flags. Mould and mildew infestation not only wreaks havoc on the property's structure but also poses various health risks to tenants, especially people with pre existing allergies and asthma triggers. That's why landlords ask the current occupant to hire budget bond cleaners Gold Coast to remove mould stains before the final rental inspection.

If you are moving into the property, inspect the damp and dark areas, including bathrooms, basements, and spaces underneath sinks and cupboards. A lack of ventilation is a clear cut sign and you should never ignore it. This will help you make a well informed decision.

#### 5. Silent Plumbing Faults

It is pivotal to check for water leaks and drips under radiator valves, rust stains around pipes and skirting boards and water clogs in your sink. Initially, it may seem like a minor issue, but it can cause rot to the skirting board and hardwood floors and increase energy bills over time if left untreated.

To check for plumbing issues, inspect under sinks and listen for running water when faucets are turned off. You can also check the water pressure and look out for any mouldy smells. This will help you inspect the property for plumbing faults or clogged drains a better way.

#### 6. Uneven or Cracked Floors

Don't overlook widened gaps between floating timber floors or noticeable slopes in hallways. Even visible creaks underfoot in different rooms may lead to expensive structural repairs later on. A pre inspection before signing the rental agreement usually includes lifting a discreet board and checking through air bricks to check moisture levels and ventilation. This is because sagging or uneven floor points can cause the surface underneath to rot.

Also, ensure the property is thoroughly cleaned and free of dirt and grime. This will prevent the spread of allergens and ailments during your lease.

#### 7. Streamline the Process With a Professional Property Inspection

Tackling these red flags alone may not be possible. Therefore, you need a professional inspector who can assist you with the following:

- They come equipped with proper tools, such as thermal cameras, moisture meters, crack gauges, etc
- Conduct a thorough inspection to spot early stage issues
- Compliance check for fire safety, damp proofing and proper ventilation
- Sign property condition reports if everything is okay. Add photos and videos for reference. This will help you avoid mistakes during bond cleaning at the end of your tenancy.

A property inspection before moving into a rental home makes a world of difference. It not only provides you with a safe and hygienic environment to live in but also promotes transparency between two parties. You can easily refer to the property condition report before hiring professionals for a budget bond cleaning Gold Coast and get your full bond back without any dispute.

## Wrapping up

You're not just ticking all the boxes; you're ensuring that the property you plan to live in is free from structural dangers, plumbing issues, mould and mildew infestations, and hefty repairs. Address these red flags and make a well informed decision before depositing hard earned security amount.

## Reporting Damages or Repairs to the Landlord Promptly



The Residential Tenancies and Rooming Accommodation Act 2008 (the Act) states that there are two types of repairs – emergency and routine repairs. Emergency repairs are defined in the Act. Any repairs that are not listed as emergency repairs in the Act are routine repairs.

Emergency repairs do not apply to rooming accommodation. All repairs to rooming accommodation are defined as routine repairs.

Emergency repairs are:

- a burst water service or a serious water service leak
- a blocked or broken toilet
- a serious roof leak
- a gas leak
- a dangerous electrical fault
- flooding or serious flood damage
- serious storm, fire or impact damage
- a failure or breakdown of the gas, electricity or water supply
- a failure or breakdown of an essential service or appliance on the premises for hot water, cooking or heating
- a fault or damage that makes the premises unsafe or insecure (this includes smoke alarms)
- a fault or damage likely to injure a person, damage property or unduly inconvenience a tenant
- a serious fault in a staircase, lift or other common area of the premises that unduly inconveniences a tenant in gaining access to, or using, the premises
- repairs that are required to make the rental property comply with minimum housing standards are classified as emergency repairs.

Responsibilities around emergency repairs

To assist in addressing emergency repairs, the tenancy agreement must include:

- the name and phone number of the nominated repairer, and
- whether the property manager/owner or nominated repairer is the first point of contact to be notified of the need for emergency repairs.

If the managing party wishes to be the first point of contact about emergency repairs, they may provide their phone number in the tenancy agreement.

If an emergency repair is required, the tenant should make every effort to contact the emergency contact listed on the tenancy agreement as soon as they become aware of

the issue. The regulation does not require this contact to be made in writing and verbal communication is sufficient. However, it is considered good communication practice to follow up in writing where possible. A short message by email or text can help confirm what was discussed and reduce the potential for misunderstandings.

If the tenant is unable to contact the emergency repair contact within a reasonable timeframe, either the tenant or property manager can arrange repairs up to a maximum value of 4 weeks rent.

There are special rules in place if a rental property is damaged in a natural disaster. See the natural disasters page for more information.

## Reimbursement for repairs

If the property manager pays for the emergency repairs, they may make deductions up to the cost of 4 weeks' rent. They may make these deductions from the paid rent, before transferring the remainder to the property owner's account.

If the tenant pays for repairs, they must request reimbursement from the property manager/owner in writing. The tenant needs to provide all receipts to the property owner/manager and give them a minimum of 7 days to reimburse the money.

The tenant can make an urgent application to Queensland Civil and Administrative Tribunal (QCAT) for a decision if the property manager/owner does not reimburse them for repairs, once the deadline has passed (this must be a minimum of seven days). The tenant does not need to go through RTA dispute resolution for an urgent application and can apply directly to QCAT.

The property manager/owner can also apply to QCAT if they disagree with the request for reimbursement.

## Repair orders

The tenant may make an urgent application to QCAT for a repair order for an emergency repair if either of the following applies:

the tenant has not been able to notify the nominated repairer or the property manager/owner and is not able to organise for a suitably qualified person to carry out emergency repairs

the emergency repair was not made within a reasonable time after the tenant notified the nominated repairer or the property manager/owner.

One of the most important responsibilities of a tenant is to report any damages or repair needs to the landlord as soon as they are noticed. Prompt reporting helps prevent small problems from becoming major issues that could be costly or unsafe. Whether it is a leaking tap, a crack in the wall, a faulty appliance, or signs of mould or dampness, notifying the landlord immediately ensures the problem can be addressed in a timely manner.

Documenting the issue with photos or videos before reporting is highly recommended. This not only provides clear evidence but also protects tenants from being held responsible for pre-existing or worsening damages. Communication should be professional and clear, outlining the nature of the problem, when it was noticed, and any potential risks it may pose.

## Managing Outdoor and Shared Spaces Responsibly



### Building design and standards

As early in the planning and design stage as possible, factors specific to the individual layout of the premises and facilities should be considered in consultation with the architect, developer, planner and building practitioner.



The approved provider's certifier or relevant building practitioner is responsible for assessing physical building work, including alterations or repairs, against the Building Code of Australia (BCA), available through the Australian Building Codes Board website [External link](#). Approved providers should engage early with their building practitioners about the requirements of the Education and Care Services National Regulations (National Regulations) for a proposed development, building works or any building code issues.

Standards relevant to education and care services as outlined in the BCA include:

- kitchen facilities
- bath, shower-bath, showers
- laundry facilities
- bench-type baby bath
- number of toilets and hand basins
- window sill heights
- fencing and barriers.

### **Physical environment considerations**

Approved providers must ensure that their service premises meet the physical environment requirements under National Regulations 84A and 103-117, including:

- sleep and rest (regulations 84A-C)
- premises, furniture, materials and equipment (regulations 103 and 105)
- fencing (regulation 104)
- laundry and hygiene facilities (regulation 106)
- unencumbered indoor and outdoor space (PDF, 1.4MB) (regulations 107 and 108)
- toilet and hygiene facilities (regulation 109)
- ventilation and natural light (regulation 110)
- administrative space (regulation 111)
- nappy change facilities (regulation 112)
- outdoor space—natural environment and shade (regulations 113 and 114)
- premises design for supervising children (regulation 115)
- glass (regulation 117) (family day care services only).

They must also consider the National Quality Standard, in particular Quality Area 3—Physical environment [External link](#).

To assist approved providers, the Regulatory Authority has prepared the following guidance for designing the physical environment. This is not an exhaustive or prescriptive list of considerations. Approved providers need to seek expert advice from their architect and building certifier to ensure all relevant building standards, codes and standards, as well as the requirements under the National Regulations, are met.

## Fall risk areas

Fall risk areas are those where there is a risk of children falling from built areas above ground level and on natural, unimproved land where there is a sudden drop in height, including:

- decks, balconies and verandahs
- mezzanine floors
- openable windows without secure screens
- stairways, ramps and access pathways to buildings including retaining walls
- children's outdoor playground structures, such as forts.

Although the Building Code of Australia has balustrade and stair design requirements, under the National Law, approved providers must ensure balustrades and stairs at a building's entries and exits are safe and suitable for children. This includes child-height handrails installed at any entry, exit and emergency evacuation stairs, and a balustrade of a design and height that children cannot climb or fall over.

The Regulatory Authority recommends a minimum 1.8m balustrade height in areas regularly used by children. A 1.5m balustrade may be sufficient for areas children only use in emergencies (e.g. fire evacuation stairs), but approved providers should follow evacuation procedures (e.g. additional staff supporting children to use the stairs).

Barriers including balustrades, handrails, guardrails, infills and window protection devices such as security screens may prevent children from falls and injuries. When selecting 1, consider:

- the height from decks (including those on outdoor play structures), balconies, verandahs, mezzanine floors and windows to ground level (e.g. whether a potential fall of 4m requires a different barrier compared with a 1m fall risk)
- whether the design prevents climbing (e.g. whether it has non-climbable arcs outwards from the top of the balustrade and no footholds)
- how to safely use furniture and play equipment on decks, balconies, verandahs and mezzanine floors (e.g. whether children can move play equipment and climb over the barrier)
- ensuring adequate staff supervision of children, particularly in areas above ground level
- installing a second, lower handrail for extra stability and support for children in stairways but one that does not create a ladder
- installing protection devices such as security screens on openable windows in external walls where there is a significant drop to ground level and where the window opening is at a climbable height for children.

## Fencing for outdoor spaces

When choosing a fencing option, all approved providers should consider:

- children must not be able to climb the fence using footholds in situations where, for example
- the design of the fence allows it to be used as a ladder
- objects, such as play equipment, have been placed against the fence or attached to it
- a tree stump or branch is located in such a way that it could be used to climb the fence
- choosing a fence with a flat-top profile (rather than a loop or spike top profile) to reduce the risk of head or neck entrapment/hanging
- ongoing safety checks of fences and barriers should form part of the risk assessment developed by the approved providers and used by the educators

Premises, furniture and equipment

Approved providers of all services should consider:

the environment where children are educated and cared for

the levels of supervision required within the environment where children are cared for

how children use different pieces of equipment

the surface, corners, weight and stability of furniture and equipment

recommendations from organisations, such as Kidsafe, on fall zones and suitable

heights of furniture, equipment and playground equipment.

Equipment should meet the relevant Australian Standards, where applicable, and be maintained to these standards.

### **Approved providers of centre-based services should consider:**

keeping records of inspections and maintenance of playgrounds and equipment

asking equipment manufacturers and installers to supply inspection information to

maintain particular equipment and products

use of daily/weekly routine visual inspections to identify obvious hazards (including through damage or general wear and tear) in surfacing, fixed and mobile equipment, moving parts, swings, ropes, chains, tyres, fences and sandpits

use of monthly/quarterly operational inspections to check equipment stability and any wear in moving parts, static equipment, metal frames, timber structures, slides and linking items

using a qualified person to complete regular and/or annual comprehensive inspections.

Approved providers of family day care services must:

conduct an assessment (including a risk assessment) of each approved residence or venue before education and care is provided, and at least every year after that to ensure the ongoing safety, health and wellbeing of children  
ensure that equipment and resources must be safe, clean, in good repair, sturdily built and of appropriate height and position in the yard

Ensure that every reasonable precaution should be taken to protect children from harm or a hazard that could cause injury (e.g. not locating a swing too close to a concrete wall or locating a slide so that it finishes on top of hard ground or cement)  
ensure that home-made equipment / resources / fixtures that are available in residential premises for children to use are in line with and maintained according to an Australian Standard where applicable

Undertake regular checks for safety purposes whether equipment carries an Australian Standard marking or not.

Family day care educators:

Should minimise the risk of injury to children, but the Regulatory Authority does not expect that they incur undue expense to achieve this. For example, educators should place equipment on areas that provide natural soft fall such as grass, sand or tan bark, or if these natural soft fall materials are not available, use suitable fall mats  
must maintain the soft fall (natural or artificial)

should ensure there are safe fall zones for the different ages of the children at the service and that they adapt their supervision of these play resources accordingly.

- approved providers are encouraged to regularly review the design and maintenance of all boundary fencing

if an educator fails to adequately supervise the children, those preschool-aged and younger should not be able to leave the premises unaccompanied or undetected  
the excursions and regular outings provisions are not to be used as substitutes for accessing an outdoor space at premises where the fence does not comply with regulatory requirements

although safety is paramount, fencing should also allow children to view the outside world, where possible, to connect them with the activities of their surrounds.

## Documenting Maintenance Actions and Communication



Access the standard contracts, conditions of offer and associated guidance material for all government building construction and maintenance (BCM) work on this page.

The material on this page is produced by Contract Services, according to policy requirement 3 of the Building Policy Framework (BPF). It aims to ensure consistency, fairness and efficiency in government's dealings with industry, as well as effective implementation of government's building related policies.

Departments must follow the published guidance on procurement strategies and contract selection and use standard contracts (including conditions of offer) in accordance with policy requirement 3 of the BPF. You cannot amend the BCM templates without consulting with Contract Services.

Project information and details must be completed within the editable sections in the BCM templates prior to going to the market.

Refer to Choosing a BCM procurement strategy to help you find the right standard contract for your specific government BCM project.

In addition, Contract Services produces the Contract Fundamentals, which:

supports the use of the Queensland Government's standard contracts  
provides an overview of the fundamental roles, relationships, principles and concepts relevant to the delivery of building construction projects under the Queensland Government's standard contracts.

For more information and procurement guidance on BCM templates, or to receive notification of template updates, email [contract.services@epw.qld.gov.au](mailto:contract.services@epw.qld.gov.au).

### **Procurement templates**

The standard conditions of offer and tender templates are provided with each BCM contract template below.

The Conditions of offer and Notices to offerors are published in the documents entitled 'Offer Requirements' or 'Tender Requirements'. In project or program specific circumstances, it may be appropriate to use one of the following procurement templates as part of the overall procurement strategy.

If you're unsure, contact [contract.services@epw.qld.gov.au](mailto:contract.services@epw.qld.gov.au).

### **Contract templates**

To identify the most suitable standard contract for your project, take into consideration any project specific requirements or objectives, including the following:

procurement strategy and methodology  
type of works or services, e.g. construction, maintenance, consultancy, building materials procurement  
value of the works or services  
project or program specific risks and constraints and their impacts, e.g. delivery timeframes, quality, innovation and cost.

Please refer to the Choosing a BCM procurement strategy and guidance below to help you find the right standard contract for your specific government BCM project. For further assistance, refer to the Building Policy Framework and the Building Policy Guideline.

The Conditions of tender or offer and the Notices to tenderers or offerors are published in the documents entitled 'Offer Requirements' or 'Tender Requirements'.

Further, where the standard contract incorporates Special Conditions of Contract, they are to be read in conjunction with the respective Australian Standard General



Conditions of Contract. If your agency does not have a copy of the Australian Standard general conditions of contract, they can be purchased from Standards Australia.

#### Building construction templates

For use on government building construction projects (as defined by the Building Policy Framework).

Not suitable for the performance of maintenance program work after Practical Completion.

#### Single stage building construction templates

To find the most appropriate contract for your project, consider key factors, such as:

the value of project

the design obligations of the contractor.

## Conclusion

Maintaining a rental property is not just about keeping it clean, it is about protecting your comfort, safety, and financial well being throughout your tenancy. By regularly inspecting the property, identifying early warning signs, and promptly reporting damages or repairs to the landlord, tenants can prevent small issues from turning into major problems. Keeping records of inspections, repairs, and communications ensures transparency and can protect you in case of disputes.

Being proactive also includes understanding the property's systems, monitoring for hidden issues such as damp, mould, or leaks, and taking care of both indoor and outdoor spaces. Following a structured routine for upkeep helps tenants enjoy a safe, functional, and comfortable living environment.

## References

#### Regular Cleaning and Daily Upkeep

<https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/workplace-hazards/slips-trips-and-falls/cleaning>

#### Preventing Moisture, Mould, and Hygiene Issues

<https://www.qld.gov.au/housing/public-community-housing/public-housing-tenants/looking-after-your-home/safety/mould>

#### Spotting Early Warning Signs Around the Home

<https://www.bondcleaninggoldcoast.com.au/tenant-guide-for-addressing-rental-red-flags/>

Reporting Damages or Repairs to the Landlord Promptly

<https://www.rta.qld.gov.au/during-a-tenancy/repairs/emergency-repairs>

Managing Outdoor and Shared Spaces Responsibly

<https://earlychildhood.qld.gov.au/regulation/licensing/building-standards-physical-environment-considerations>

Documenting Maintenance Actions and Communication

<https://www.forgov.qld.gov.au/finance-procurement-and-travel/procurement/procurement-resources/templates-including-terms-and-conditions/building-construction-and-maintenancetemplates>