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# Building Maintenance Requests

Council is responsible for major repairs and cyclical maintenance of pavilions and the user group/clubs are responsible for minor repairs, cleaning and minor maintenance as defined in the City of Casey Active Recreation Reserves Seasonal Tenancy Agreement & Operational Guide.

The guidelines are available by contacting Council on 9705 5200 or visiting the website at <http://www.casey.vic.gov.au/arts-leisure/sport-leisure>

Council does not undertake maintenance for specific purpose facilities such as tennis, lawn bowls, and netball.

### Building Maintenance Request Procedure

Please complete this form and return to Council’s Community Sport Team via email to leisure@casey.vic.gov.au

This form is **not** to be used for requesting building improvements or minor capital works items.

Only the nominated contact person from the allocated sports club at the reserve can make requests to Council on behalf of the user group/club.

### Request Contact Details

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| **Recreation Reserve:** **Nominated Persons Details (All sections must be completed)****Name:** **Position and Organisation:** **Postal Address:** **Phone Number:** **Fax Number:** **Signature:** **Date:**  |

### Details of Request

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| **Describe fully the work to be undertaken and attach other relevant documents where appropriate:**  |
| **Why is this work required:**  |
| **Name and contact number of the person who will be on site, when work will be undertaken:**  |
| **Preferred dates and times for work to be undertaken:**  |

### Emergencies

An emergency is any situation where the emergency services have attended the reserve and/or situation that may lead to the closure of the reserve or pavilion. For example, a break-in, water related issues, electricity, and security issues.

In the event of an emergency, please contact the City of Casey on 9705 5200. If the emergency occurs after hours please contact Council’s Customer Service Centre on 9705 5200 and your call will be directed to an officer and addressed as soon as possible.

