



# Property Maintenance Checklist

## Residential Property

### Exterior

- ☐ Inspect roof for leaks, cracks or damaged tiles/metal sheets
- ☐ Clean gutters and downpipes; ensure proper water flow
- ☐ Check exterior walls, render, brickwork or cladding for cracks
- ☐ Inspect fences, gates and boundary structures
- ☐ Assess outdoor paths, patios and driveways for trip hazards

### Interior

- ☐ Test smoke alarms and safety devices
- ☐ Check plumbing: taps, toilets, drains, and water pressure
- ☐ Inspect electrical outlets, lights and switchboards
- ☐ Examine doors and windows for seals, locks, & smooth operation
- ☐ Check for mould, dampness or condensation

### Seasonal Tasks

- ☐ Service air-conditioning (summer)
- ☐ Service heating system (winter)
- ☐ Trim vegetation away from the home
- ☐ Prepare outdoor areas before storms or hot weather

## Commercial Property

### Building Structure & Safety

- ☐ Inspect roof surfaces (tiles, metal, membrane) for leaks, corrosion or damage
- ☐ Check gutters, downpipes and roof drainage systems for blockages
- ☐ Review external walls, cladding and façades for cracks, fading or deterioration
- ☐ Inspect windows, glazing and seals for breaks or air leaks
- ☐ Test fire alarms, smoke detectors and monitoring systems
- ☐ Review ceiling integrity for sagging, leaks or visible mould

### Electrical & Mechanical

- ☐ Inspect main switchboards, sub-boards and electrical panels for safety and compliance
- ☐ Test safety switches (RCDs) and circuit breakers and inspect wiring for wear, exposure or loose connections
- ☐ Service HVAC systems: clean coils, replace filters, inspect belts and motors
- ☐ Inspect air vents and ducts for dust, mould or blockages
- ☐ Inspect solar systems (if applicable) for performance and cleanliness
- ☐ Inspect escalators and lifts (where applicable) and review service logs

### Plumbing & Facilities

- ☐ Inspect all bathrooms for leaks, odours, or drainage concerns
- ☐ Inspect hot water systems and check for rust, pressure issues or temperature fluctuations
- ☐ Inspect kitchenettes and staff areas for water leaks or blocked drains
- ☐ Ensure waste systems are emptied, sanitised and scheduled appropriately
- ☐ Maintain sanitary disposal and bathroom consumables
- ☐ Check for dampness, mould or water seepage in wet areas

### Grounds & Presentation

- ☐ Inspect landscaping: gardens, shrubs, grass and tree branches
- ☐ Ensure irrigation systems are working efficiently and timed correctly
- ☐ Remove debris, leaf litter and rubbish from surrounding outdoor areas
- ☐ Inspect driveways, paths and walkways for cracks, moss or slipping hazards
- ☐ Inspect bins and waste storage areas for hygiene and odours
- ☐ Ensure stormwater runoff flows away from buildings

## Strata Property

### Shared & Common Areas

- ☐ Inspect hallways, foyers and lobbies for cleanliness and damage
- ☐ Ensure carpets, tiles and flooring are safe and free from trip hazards
- ☐ Inspect shared lighting systems (hallways, outdoor, sensor lighting)
- ☐ Review security systems (CCTV, intercoms, access cards)
- ☐ Inspect common property storage areas for safety and ventilation
- ☐ Ensure bins and waste areas are hygienic and regularly serviced

### Building Structure

- ☐ Inspect roof surfaces, gutters and flashing for leaks or corrosion
- ☐ Check external walls for cracks, water stains or concrete spalling
- ☐ Ensure waterproofing membranes (roofs, balconies, podiums) are functioning
- ☐ Check window frames, seals and glazing for ageing or gaps
- ☐ Inspect basements for water ingress, drainage issues or mould
- ☐ Evaluate external cladding for compliance, especially in high-density complexes

### Grounds & External Spaces

- ☐ Inspect gardens, lawns, hedges and landscaped areas
- ☐ Ensure irrigation systems are functional and not over- or under-watering
- ☐ Inspect perimeter fencing and gates for security and condition
- ☐ Review stormwater drains to ensure they are clear
- ☐ Inspect bin enclosures for cleanliness and pest activity
- ☐ Remove graffiti promptly and undertake regular exterior cleaning

### Resident & Administrative Considerations

- ☐ Maintain maintenance logbook for repairs and scheduled servicing
- ☐ Keep residents informed of upcoming works or disruptions
- ☐ Ensure compliance with strata legislation and local council guidelines
- ☐ Schedule routine pest inspections and treatments
- ☐ Ensure insurance policies and coverage are up to date
- ☐ Review budgets for maintenance, sinking fund and capital works

# Industrial Property

## Structural & Safety

- ☐ Inspect warehouse roofing, skylights, gutters and insulation
- ☐ Inspect internal walls, beams and trusses for structural damage
- ☐ Check external cladding for corrosion, dents or loose panels
- ☐ Review loading docks for structural wear and alignment issues
- ☐ Inspect flooring for cracks, spalling, oil stains or uneven surfaces
- ☐ Check ceilings and insulation for water damage or sagging

## Mechanical, Electrical & Operational

- ☐ Inspect main switchboards and industrial control panels
- ☐ Review equipment power supplies for wear or overheating
- ☐ Inspect heavy machinery for leaks, wear or unusual noise
- ☐ Service mechanical ventilation, exhaust and air filtration systems
- ☐ Review servicing logs for all machinery and plant equipment
- ☐ Inspect UPS, backup generators or battery systems (if applicable)

## Plumbing, Drainage & Utilities

- ☐ Inspect bathroom facilities, sinks, showers and staff amenities
- ☐ Inspect industrial drainage for blockages or slow flow
- ☐ Review oil-water separators for compliance and check backflow prevention devices
- ☐ Ensure external taps, hoses and wash-down areas are functioning
- ☐ Check for leaks under slabs or in service trenches
- ☐ Inspect water tanks, pumps and filtration (if installed)

## Grounds, External & Site Areas

- ☐ Inspect perimeter fencing, razor wire, bollards and gates
- ☐ Ensure dumpsters, skips and waste areas are tidy and compliant
- ☐ Inspect site drainage channels for blockages & check for hazards around loading docks and truck bays
- ☐ Maintain landscaping around warehouse perimeter to secure visibility
- ☐ Inspect fuel stores, chemical stores and bunding for leaks or compliance issues
- ☐ Remove debris, pallets and obstructions from driveways