

Property Maintenance Checklist



Residential Property

Exterior	Interior	Seasonal Tasks
<ul style="list-style-type: none"><input type="checkbox"/> Inspect roof for leaks, cracks or damaged tiles/metal sheets<input type="checkbox"/> Clean gutters and downpipes; ensure proper water flow<input type="checkbox"/> Check exterior walls, render, brickwork or cladding for cracks<input type="checkbox"/> Inspect fences, gates and boundary structures<input type="checkbox"/> Assess outdoor paths, patios and driveways for trip hazards	<ul style="list-style-type: none"><input type="checkbox"/> Test smoke alarms and safety devices<input type="checkbox"/> Check plumbing: taps, toilets, drains, and water pressure<input type="checkbox"/> Inspect electrical outlets, lights and switchboards<input type="checkbox"/> Examine doors and windows for seals, locks, & smooth operation<input type="checkbox"/> Check for mould, dampness or condensation	<ul style="list-style-type: none"><input type="checkbox"/> Service air-conditioning (summer)<input type="checkbox"/> Service heating system (winter)<input type="checkbox"/> Trim vegetation away from the home<input type="checkbox"/> Prepare outdoor areas before storms or hot weather

Commercial Property

Building Structure & Safety	Electrical & Mechanical
<ul style="list-style-type: none"><input type="checkbox"/> Inspect roof surfaces (tiles, metal, membrane) for leaks, corrosion or damage<input type="checkbox"/> Check gutters, downpipes and roof drainage systems for blockages<input type="checkbox"/> Review external walls, cladding and façades for cracks, fading or deterioration<input type="checkbox"/> Inspect windows, glazing and seals for breaks or air leaks<input type="checkbox"/> Test fire alarms, smoke detectors and monitoring systems<input type="checkbox"/> Review ceiling integrity for sagging, leaks or visible mould	<ul style="list-style-type: none"><input type="checkbox"/> Inspect main switchboards, sub-boards and electrical panels for safety and compliance<input type="checkbox"/> Test safety switches (RCDs) and circuit breakers and inspect wiring for wear, exposure or loose connections<input type="checkbox"/> Service HVAC systems: clean coils, replace filters, inspect belts and motors<input type="checkbox"/> Inspect air vents and ducts for dust, mould or blockages<input type="checkbox"/> Inspect solar systems (if applicable) for performance and cleanliness<input type="checkbox"/> 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