



## What is a

# Maintenance Action Plan (MAP)?

A **Maintenance Action Plan (MAP)** is a roadmap for looking after a strata building. It sets out what needs to be checked, fixed, or upgraded — and when — so the building stays safe, efficient, and valuable.

Without a MAP, committees and managers can fall into **reactive mode**: waiting for things to break and then scrambling to repair them. A MAP shifts the approach to **proactive management** — identifying risks early, spreading costs over time, and avoiding nasty surprises.

### What a MAP includes

**Asset list** – the major systems and features in your building (roofs, lifts, plumbing, fire safety, gardens, car parks).

**Condition check** – current state and last inspection.

**Risk rating** – low, medium, or high likelihood of failure or damage.

**Actions needed** – repairs, upgrades, inspections, or replacements.

**Timeframe** – when the action should happen (quarterly, annually, within 5 years).

**Responsibility** – who will do the work (which suitably qualified contractor).

### Example MAP

| Asset / System         | Condition           | Risk Level | Action Required               | Timeframe                 | Responsibility         |
|------------------------|---------------------|------------|-------------------------------|---------------------------|------------------------|
| Roof membranes         | Fair (minor cracks) | Medium     | Seal cracks; inspect annually | Annual                    | Contractor             |
| Fire hydrant pumps     | Good                | Low        | Routine service               | Monthly                   | Fire services provider |
| Plumbing (flexi-hoses) | Poor (ageing)       | High       | Replace                       | Priority to expiry on tag | Plumber                |
| Lifts                  | Good                | Medium     | Major service due             | 2 years                   | Lift company           |
| Gardens                | Good                | Low        | Trim and maintain             | Ongoing                   | Gardening contractor   |

### Why MAPs matter

- Provide clarity and accountability (no confusion about who fixes what, and when).
- Support better budgeting — costs are spread over years rather than lump sums.
- Improve safety and insurance outcomes — regular checks can reduce claims and premiums.
- Keep owners and residents confident that their building is well looked after.