



Maintenance Checklist

Property maintenance doesn't have a one size fits all list, here you can find an example of the tasks to check off, and when to do them. You should always consider the needs of your building and adjust your maintenance accordingly.

Always engage licenced and insured professionals when undertaking works around your roof, electricity and plumbing.

Every Month

- Visual inspection of common property for hazards (lighting, trip risks, leaks).
- General cleaning of foyers, stairwells, lifts, and car parks.
- Check rubbish areas and waste management compliance.

Every 3 Months

- Gardens & landscaping:** Trim hedges, clear garden debris, check for overhanging branches.
- Common area cleaning:** Deep clean foyers, carpets, stairwells, and windows.
- Pest control:** Inspect for signs of rodents, termites, or cockroaches.
- Gutters & drains:** Clear blockages before seasonal rain. Check our gutter guide for more information.

Tip:

Keep a simple calendar shared between committee and strata manager. Tick off activities, record who completed them, and file reports/invoices for insurance and audit purposes.

Every 6 Months

- Plumbing:** Inspect visible common pipes and hot water systems for rust, fraying, kinks, bulges, or discolouration.
- Roof:** Check membranes, tiles, flashing for leaks or wear. A 6-monthly cycle means one inspection before summer storm season, and one after, to catch any damage. Regular checks for blocked drains, corrosion, and minor wear prevent premature replacement of membranes or tiles. Extends the life of one of the most expensive common property assets. Always engage a professional to inspect your roof.
- Electrical:** Push button test RCDs (safety switches), inspect common wiring and switchboards. A 6-month cycle helps catch problems before summer storms (when lightning and surges are more common) and before winter (higher heating loads).
- Car parks & driveways:** Inspect surfaces for cracks, potholes, drainage issues.
- Security systems:** Check operability of intercoms, cameras, door entry systems.
- Paint & finishes:** Spot check for peeling, mould, water ingress.

Every 12 Months

- Full fire safety certification:** Engage licenced fire services provider for annual inspection and compliance.
- Insurance review:** Check cover levels, valuations, and building condition.
- HVAC systems:** Service ducted air conditioning or shared ventilation.
- Elevator load testing:** Annual certification by lift service provider.
- Plumbing:** Internal fixtures, flexi-hoses, hot water system, visible pipes & valves, gutters, drainage and water pressure.
- Electrical:** Full electrical system inspection (wiring, load testing, thermal imaging for larger schemes).
- Capital works plan update:** Review/update 10-year Maintenance Action Plan.
- Common property inspection:** Walkthrough of basements, gardens, pools, gyms.
- Safety audit:** Slips, trips, handrails, lighting, accessibility checks.
- Waste management review:** Assess bin storage, recycling, and contractor arrangements.