



## THIS IS A GUIDE ONLY

Use it to create your **Inspection Maintenance Plan**.

A professional can advise your particular needs.

## LOOK IN EVERY CORNER

Good habits prevent problems.

Residents can help spot issues, take **photos**, **measurements** and **monitor**.

For example, water leaks – do they change during rainy periods?  
(Your Building Manager may not be on site during storms.)

# CHECK LIST

## BUILDING MAINTENANCE

### CARE SAVES MONEY & PREVENTS PROBLEMS

#### Simple things to do

Know your building. Is it changing? Is it coping with usage and weather patterns? Rain: drainage. Heat: protection.

#### The people who live around you can make life easier

Knowing people in your complex means you can draw on knowledge, such as plumbers, electricians and builders.

#### 1. Building Management System

- Cleaning and general maintenance interior, exterior
- Pest inspection
- Bird-proofing (is it causing more problems than it solves?)
- Common property internal and external; note, some common property may be within lots, such as electrical meters or switch boards - is the enclosure water-tight?
- Does the electrical switchboard cope with power draw, without the risk of overheating?  
(For example, installation of split system air-conditioners increases draw upon power significantly)
- Can units be easily located and identified?
- Are gas and water and electrical isolation valves and switches easily located and identified? For each resident property?
- Regular clearing of roof drainage and gutters
- Regular maintenance of sump pumps and basement drainage systems.



## FACTS, NOT EMOTIONS

Co-operating with neighbours can resolve small tasks and prepare you to handle larger issues as they come along.

Step through problems by using facts.

Ask contractors  
- LOTS of questions  
- for their **honest** opinion  
(you may be surprised what they reveal!)

Use experts – why argue over what you don't know?

## 2. Dangerous goods – storage and disposal / is a regular collection arranged?

- Paints, paint thinner, primer
- Fuel, Kerosene, Diesel, Petrol
- Oil, including onsite café or business
- Glue
- Solvents
- Cleaning chemicals
- Pool chemicals
- Unlawful, dumped goods – gas bottles, car batteries.

## 3. Emergency Management

- Emergency contact list
- Building safety features
- Emergency Control Organisation
- Warden duties
- Evacuation procedures
- Stages of evacuation
- Site/floor plans
- Building security
- Checklists

## 4. Energy Efficiency

- Embedded network and micro-grids
- Lighting
- Air conditioning, heating and ventilation systems
- Maintenance and replacement of globes
- Lifts
- Building external lighting
- Lighting in lobbies, stairs and hallways
- Hot water supply and circulation pumps
- Carpark ventilation
- Exhaust fans
- Pool and spa water filtration and pumps
- Security systems, doors and gates
- Pumps/fans
- Cold water supply (lift and pressure pumps)



## FUTURE PREPARATION

As you maintain your property, think forward:

- saves time and money in the long run
- encourages good budgeting & saving habits (should we get a loan or raise funds for efficiency measures?)
- gets residents to think about how to plan for emergencies.

## 5. Fire protection equipment

- Air conditioning systems
- Alarms
- Emergency lifts, lighting, power supply, warning systems
- Exit doors and exit signs
- Fire and smoke control centres
- Fire and smoke detectors, alarm systems, extinguishers
- Fire curtains and doors
- Fire hydrants
- Fire isolated stairs, passages, ramps, windows
- Fire-rated materials
- Mechanical ventilation
- Path of travel to exits
- Sprinkler systems

## 6. Gardening and grounds maintenance

- Duty to maintain and repair common property
- Boundary fencing
- Grounds, including gardens and trees

## 7. Security

- Security access systems
  - Perimeter protection
  - Access and traffic management
  - Parking for residents and visitors
    - Line marking
    - Vehicle impact risk (fences, low awnings etc.)
    - Inspection to ensure strong bollards in place in front of gas tanks, water pumps etc
  - Emergency management
  - Internal security
  - Systems management
  - Security cameras
  - Lighting
  - Access and egress
    - Elevator maintenance/upgrades
    - All doors, including garage doors/security gates
    - Heating ventilation and air conditioning
  - Pools and surrounds including fencing, gates, exits
  - Signage
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## ARM YOUR GROUP WITH INFORMATION

Search online

Speak to a variety of people

Check how different residents use common facilities

Everyone working together creates the best solutions

### 8. Trip and slip hazards, all internal and external areas

- Doors / thresholds / entrances
- Drainage / water runoff / stormwater
- Electrical wires
- Floor coverings – tiles / carpet / timber / joins
- Floor levels / ridges / inclines
- Footpaths / driveways / ramps
- Furniture
- Gardens – moss/vegetation/hazards
- Handrails
- Lifts
- Lighting
- Obstructions / obstacles
- Surfaces – cracks, sand or gravel, wet to dry transition
- Step levels, stairways
- Storage areas.

### 9. Waste management – recycling means lower rates

- Provision of separate recycling spaces, Council / other
- Provision of large item, **electrical appliance** locations
- Provision of charity bins in recycling rooms or car parks
- Managing cleaning subcontractors to ensure that waste is separated and appropriately disposed of
- Monitoring and reporting on waste performance – **minimise landfill to reduce Council service cost**
- Friendly, positive education and encouragement for residents... make it clear and easy for them.

### 10. Water – minimising use means big savings

- Water efficiency
- Building leak detection (such as dye test) and management including balconies, windows
- Plumbing
- Guttering, downpipes and roofing systems
- Stormwater run-off (is it causing damage?).

## REVIEW LIST EACH YEAR TO INCLUDE CHANGES

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