



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



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
