

Building Cleaning Inspections and Maintenance Checklist



Building Management System

- ☐ Cleaning and general maintenance interior and exterior
- ☐ Pest inspection
- ☐ Bird-proofing
- ☐ Common property external and internal. Please note, some common property may be within lots
- ☐ Electrical meter/switch boards
 - Is the enclosure water tight?
 - Does the electrical switchboard meet the demands of additional power draw without the risk of overheating? (Installation of split system air-conditioners increases draw upon power significantly)
- ☐ Can units be readily located/identified via the main point of entry egress onto the property?

- ☐ Are gas and water and electrical isolation valves and switches readily identifiable/located for each individual unit?
- ☐ Regular clearing of roof drainage systems/gutters
- ☐ Regular maintenance of sump pumps and basement drainage systems.



Dangerous goods - storage

- ☐ Paints
- ☐ Fuel
- ☐ Kerosene
- ☐ Diesel
- ☐ Petrol
- ☐ Paint thinner
- ☐ Primer
- ☐ Oil
- ☐ Glue
- ☐ Solvents
- ☐ Cleaning chemicals
- ☐ Dry cleaning chemicals
- ☐ Pool chemicals
- ☐ Unlawful, dumped goods.



Emergency Management

- ☐ Emergency contact list
- ☐ Building safety features

- ☐ Emergency Control Organisation
- ☐ Warden duties
- ☐ Evacuation procedures
- ☐ Stages of evacuation
- ☐ Site/floor plans
- ☐ Building security
- ☐ Checklists.



Energy efficiency

- ☐ Embedded network and micro-
ds 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).



Fire protection equipment

- ☐ Air conditioning systems
- ☐ Alarms
- ☐ Emergency lifts and lighting
- ☐ Emergency power supply
- ☐ Emergency warning systems
- ☐ Exit doors and exit signs
- ☐ Fire control centres
- ☐ Fire curtains and doors
- ☐ Fire detectors and alarm systems
- ☐ Fire extinguishers
- ☐ Fire hydrants

- ☐ Fire-rated materials
- ☐ Fire windows
- ☐ Mechanical ventilation
- ☐ Path of travel to exits
- ☐ Smoke detection
- ☐ Smoke control systems Sprinkler systems.



Gardening and grounds maintenance

- ☐ Duty to maintain and repair common property
- ☐ Boundary fencing
- ☐ Grounds including gardens/trees.



Security

- ☐ Fire isolated stairs, passages, ramps

- ☐ · Security access systems
- ☐ · Perimeter protection
- ☐ · Access and traffic management
- ☐ · Parking
 - Residents/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
 - Garage doors/security gates
- ☐ Doors
 - Pool maintenance/safety
 - Heating ventilation and air conditioning
- ☐ · Pools and surrounds including fencing and gates
- ☐ · Signage.

Trip and slip hazards

- ☐ All internal and external areas
- ☐ ...
- ☐ Doors/thresholds/entrances
- Drainage/water run off
- ☐ ... Electrical wires/
- ☐ ... Floor coverings
i.e.tiles/carpet/timber/ joins
- ☐ ... Floor levels/ridges
- ☐ ...
- ☐ Footpaths/driveways
- Furniture
- ☐ ... Gardens
i.e.moss/vegetation/hazards
- ☐ ... Handrails
- ☐ ... Inclines/ramps
- ☐ ... Lifts
- ☐ ... Lighting
- ☐ ...
- ☐ Obstructions/obstacles
- Potholes and cracks
- ☐ ... Spills of liquid or solid material
- ☐ ... Step levels
- ☐ ... Stairways
- ☐ ... Storage areas
- ☐ ... Stormwater
- ☐ ... Surfaces ie dust or sand
- ☐ ... Wet to dry areas

Waste management

- ☐ .. Provision of separate storage and recycling spaces
- ☐ .. Provision of hard waste collection locations
- ☐ .. Provision of charity bins in waste rooms or car parks
- ☐ .. Managing cleaning subcontractors to ensure that waste is separated and appropriately disposed of
- ☐ .. Monitoring and reporting on waste performance
- ☐ .. Education for residents on waste efficiency.

Water

- ☐ .. Water efficiency
 - ☐ .. Building leak detection and management including balconies/ windows
 - ☐ .. Plumbing
 - ☐ .. Guttering, downpipes and roofing systems
 - ☐ .. Stormwater run-off.
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