

STRATA MAINTENANCE SCHEDULE

SEASONAL GENERAL MAINTENANCE SCHEDULE FOR
STRATA COMPLEXES IN WESTERN AUSTRALIA



Having a reliable car that maintains its value means regular maintenance and servicing is a must. The same is true for strata buildings.

ELIAS OOSTVEEN
REGISTERED BUILDER / MANAGING DIRECTOR



SUMMER

DECEMBER - FEBRUARY

02

SUMMER

Walls

Lintels - signs of rusting*

Footpaths & Steps

Trip hazards / slip hazards
Tactile indicators

Stairs, Elevated Balconies & Walkways

Handrails & balustrades

Doors

Doors (lubricate hinges & self closers)
Fire door smoke seals*

Lights

Replace blown light globes
Repair faulty light fixtures
Emergency lighting (by electrician)

Fences & Gates

Repair fence damages
Gate operation checks

Air Conditioning / Ventilation

Clean filters and covers
Check drainage

Ancillary Buildings/Structures

Shade sails – tension as required

Hot Water Systems

Check for leaks, corrosion & rust

Electrical Systems

Switchboard, NBN board & other
Sub boards – operational & lock
Smoke alarms (press test buttons)
RCDs (press test button)
Weather damage

Swimming Pools, Spas, Pumps & Filters

Safety barriers & gates
Self closer / latching operational

Water Bores & Water Tanks

Check for leaks / corrosion (rust)

Solar & Other Sustainability Infrastructure

Solar panels – clean down & rust

Disability Access Facilities

Secured grab rails to bathrooms

Bin Cleaning

Professional cleaning to all waste bins

Gardens

Ongoing garden maintenance

Reticulation

Operation and leaks

Pest Control

Annual timber pest inspection*

*Recommended inspection by professional



AUTUMN

MARCH TO MAY

AUTUMN

Roofs

Gutters & downpipes
Stormwater drainage – clean out soakwells

Floors

Clean out floor waste

Driveways & Parking Areas

Stormwater drainage – clean out soakwells

Lights

Motion sensors – clean / operational

Electrical Systems

RCDs (press button test)

Swimming Pools, Spas, Pumps & Filters

Safety barrier & gates – secure with no climb points
Self closer / latching gate operational

Bin Cleaning

Professional cleaning to all waste bins

Gardens

Ongoing garden maintenance

WINTER

JUNE TO AUGUST

07



80%

OUR EXPERIENCE HAS SHOWED US APPROXIMATELY
80% OF ROOF LEAKS COULD HAVE BEEN PREVENTED THROUGH
GENERAL MAINTENANCE AND BETTER BUILDING PRACTICES

Glen Webster, Home Integrity Strata
Registered Builder, Structural Engineer & General Manager

WINTER

Walls

Paint bubbling & dampness*

Floors

Paint bubbling & dampness*

Ceilings

Paint bubbling & dampness*

Windows

Water staining / ingress*

Fences & Gates

Operational

Air Conditioning / Ventilation

Clean filters & covers

Check drainage

Hot Water System

Check for leak / corrosion (rust)

Electrical Systems

Smoke alarms (press button test)

RCDs (press button test)

Swimming Pools, Spas, Pumps & Filters

Safety Barrier and Gates – secure with no climb points

Self Closer/Latching Gate operational

Bin Cleaning

Professional cleaning to all waste bins

Gardens

Ongoing garden maintenance

*Recommended inspection by professional

SPRING

SEPTEMBER TO NOVEMBER

09



SPRING

Ceilings

Sagging*

Windows

Cleaning

Check broken glass

Lights

Motion sensor – clean & operational

Electrical Systems

RCDs (press button test)

Swimming Pools, Spas, Pumps & Filters

Safety barrier and gates – secure with no climb points

Self closer / latching gate operational

Bin Cleaning

Professional cleaning to all waste bins

Gardens

Ongoing garden maintenance

*Recommended inspection by professional

PRE-SCHEDULED BY SPECIALIST

Lifts

Annual maintenance

Fire Services

Fire Indicator Panel (FIP)

Fire hose reels

Fire extinguishers

Fire alarms

Fire pump (log book)

Security Components

Automatic doors & gates

Swimming Pools, Spas & Pumps

Swimming pool, spas, pump and filter

Safety - fencing and gates

Backflow Devices & Pumping

Backflow devices

Pumping devices

Car Stackers

Operation of car stacker

Roof

Access & safety access

Safety equipment (log book)

Cleaning

Lobbies

Gym

Entertaining

Bathrooms

Bike Store

Garbage disposal (bin store)

ANNUAL STRATA COMPLEX MAINTENANCE SCHEDULE

Strata Plan No:

Address:

Start Date:



Area / Item	What to look for / do.	Frequency				Recommend Inspection by Professional	Notes	Checked
		Summer	Autumn	Winter	Spring			
ROOFS								
	Clean - gutters & downpipes		X					<input type="checkbox"/>
	Stormwater Drainage - clean out soakwells		X					<input type="checkbox"/>
WALLS								
	Lintels - Signs of rusting	X				YES		<input type="checkbox"/>
	Paint bubbling / dampness			X		YES		<input type="checkbox"/>
FLOORS								
	Drains - clean out floor waste		X					<input type="checkbox"/>
	Paint bubbling / dampness			X		YES		<input type="checkbox"/>
CEILINGS								
	Paint bubbling / dampness			X		YES		<input type="checkbox"/>
	Sagging				X	YES		<input type="checkbox"/>
WINDOWS								
	Clean				X			<input type="checkbox"/>
	Check broken glass				X			<input type="checkbox"/>
	Water staining / ingress			X		YES		<input type="checkbox"/>

ANNUAL STRATA COMPLEX MAINTENANCE SCHEDULE

DRIVEWAYS & PARKING AREAS							
	Stormwater Drainage - clean out soakwells		X				<input type="checkbox"/>
	Clean trench grates		X				<input type="checkbox"/>
FOOTPATHS & STEPS							
	Check trip / slip hazards	X					<input type="checkbox"/>
	Tactile indicators	X					<input type="checkbox"/>
STAIRS, ELEVATED BALCONIES & WALKWAYS							
	Handrails and Balustrades - secure	X					<input type="checkbox"/>
DOORS							
	Doors - lubricate hinges, self closers	X					<input type="checkbox"/>
	Fire doors smoke seals	X			YES		<input type="checkbox"/>
LIGHTING							
	Motion sensor - clean / operating		X		X		<input type="checkbox"/>
	Light globes blown - fittings damaged	X					<input type="checkbox"/>
	Emergency Lighting (by electrician)	X			YES		<input type="checkbox"/>
FENCES & GATES							
	Fences - check damage	X					<input type="checkbox"/>
	Gates - check operation	X		X			<input type="checkbox"/>
LIFTS							
	Lift - annual maintenance	As Scheduled by Technician					<input type="checkbox"/>

ANNUAL STRATA COMPLEX MAINTENANCE SCHEDULE

AIR CONDITIONING & VENTILATION							
	Clean filters / covers	X		X			<input type="checkbox"/>
	Check drainage	X		X			<input type="checkbox"/>
FIRE SERVICES							
	FIP (Fire Indicator Panel)	As Scheduled by Technician					<input type="checkbox"/>
	Fire hose reels						<input type="checkbox"/>
	Fire extinguishers						<input type="checkbox"/>
	Fire alarms						<input type="checkbox"/>
	Fire pump (log book)						<input type="checkbox"/>
ANCILLARY BUILDINGS & STRUCTURES							
	Shade sails - tension as required	X					<input type="checkbox"/>
HOT WATER SYSTEMS							
	Check for leaks / corrosion (rust)	X		X			<input type="checkbox"/>
ELECTRICAL SYSTEMS							
	Switch board, NBN board, other sub boards	X					<input type="checkbox"/>
	Board locks operational	X					<input type="checkbox"/>
	Smoke alarms (press test buttons)	X		X			<input type="checkbox"/>
	RCDs (press test button)	X	X	X	X		<input type="checkbox"/>
	Weather damage	X					<input type="checkbox"/>
SECURITY COMPONENTS							
	Auto Doors and Gates	As Scheduled by Technician					<input type="checkbox"/>

ANNUAL STRATA COMPLEX MAINTENANCE SCHEDULE

SWIMMING POOLS, SPAS and PUMPS & FILTERS							
	Swimming pool, spa, pump, filter, safety barrier and gates	As Scheduled by Technician					<input type="checkbox"/>
	Safety barrier and gates - secure, no climb points; self close / latching gate	X	X	X	X		<input type="checkbox"/>
WATER BORERS & WATER TANKS							
	Water Tanks check for leaks / corrosion (rust)	X					<input type="checkbox"/>
BACK FLOW DEVICES & PUMPING DEVICES							
	Back flow devices, pumping devices	As Scheduled by Technician					<input type="checkbox"/>
CAR STACKERS							
	Car stackers	As Scheduled by Technician					<input type="checkbox"/>
ROOF ACCESS SAFETY EQUIPMENT							
	Roof access safety equipment (log book)	As Scheduled by Technician					<input type="checkbox"/>
SOLAR & OTHER SUSTAINABILITY INFRASTRUCTURE							
	Solar panels - clean down / dust	X		X			<input type="checkbox"/>
DISABILITY ACCESS FACILITIES							
	Grab rails to bathrooms - secure	X					<input type="checkbox"/>
BIN CLEANING							
	Professional cleaning to all wheelie bins	X	X	X	X		<input type="checkbox"/>
GARDENS							
	Garden maintenance	X	X	X	X		<input type="checkbox"/>

ANNUAL STRATA COMPLEX MAINTENANCE SCHEDULE

RETICULATION							
	Operation / leaks	X		X			<input type="checkbox"/>
CLEANING							
	Lobbies - clean	As Required					<input type="checkbox"/>
	Gym, entertaining, bathrooms, bike store						<input type="checkbox"/>
	Garbage disposal (bin store)						<input type="checkbox"/>
PEST CONTROL							
	General pest treatment			X	YES		<input type="checkbox"/>
	Termite inspection	X			YES		<input type="checkbox"/>
OTHER							

LOVE THIS CHECKLIST BUT
WOULD LIKE THE EXCEL VERSION?

Email us admin@abodestrata.com.au

SERVICES

CONDITION REPORTS & MAINTENANCE PLANS

Well maintained buildings hold their value over time and a thoroughly documented and prioritised Strata Condition Report and Maintenance Plan will minimise risks and costs associated with poor planning.

STRUCTURAL ENGINEERING & WATER INGRESS INVESTIGATION

We provide an independent, unbiased assessment of the issue. Importantly, since we do not provide remediation services, you can trust we will not inflate costs or report on issues for our own gain,

DEFECT REPORTS & BUILDER WARRANTY CLAIMS

Building regulations mean that you have the right by law to have faulty and unsatisfactory workmanship addressed. Let Home Integrity guide you through this process.

DISCLAIMER

This checklist and periodic timeframes nominated have been provided as a guide only. This is not an exhaustive list, nor is it for any specific property. There may be items on this list which are not applicable or there may be additional items which should be added for each and every specific property. This checklist may be used to assist in providing a start point for a property specific annual general maintenance schedule.

GET IN TOUCH WITH HOME INTEGRITY STRATA

VISIT

homeintegritystrata.com.au

PHONE NUMBER

08 8375 8130

EMAIL ADDRESS

strata@homeintegrity.com.au

Prepared in conjunction with

