



Looking after your property

Maintenance Checklist

Ref	Building Aspects	Frequency of checks (Tick when check complete)				Repair or Maintenance Task	Date
		Spring	Summer	Autumn	Winter		
1.0	Internal Checks						
	Ground floor rooms						
	Top floor rooms						
	Cracks in walls and ceilings						
	Kitchen units and tiles						
	Bathroom/s suits and tiles						
	Staircases and rails						
	Floors - boards and joists						
	Windows - seals and locks						
	Skylights						
	Roof space - joists and trusses						
	Insulation						
	Water tank						
	Doors - seals and locks						
	Electrical						
	Plumbing						
2.0	External Checks						
	Roof - slates/tiles/felt						
	Chimney stacks/vents and flu's						
	Flashings						
	Aerials and fittings						
	Gutters and downpipes						
	Drains and grates						

