



STRATA COMMUNITY INSURANCE



Building Inspections and Maintenance Checklist

The Strength of **Experience.**



Building Inspections and Maintenance Checklist

Strata complexes should be inspected at regular intervals to identify deterioration and required maintenance work – such as cleaning and painting, and attending to lighting and fire safety.

Managing strata is multifaceted, involving many elements, across many parties.

This checklist, though not exhaustive, provides a framework including items for consideration to support inspection maintenance plans.

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-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).

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 isolated stairs, passages, ramps
- Fire-rated materials
- Fire windows
- Mechanical ventilation
- Path of travel to exits
- Smoke detection alarms
- Smoke control systems
- Sprinkler systems.



Gardening and grounds maintenance

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



Security

- 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.



For further information, please contact our
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