

OWNER'S MAINTENANCE GUIDE

# Maintenance Schedule.

Recommended maintenance tasks and frequencies for your home. Always read the manufacturer's warranty to confirm specific requirements and exclusions — failure to comply can void warranty cover.

<b>OWNER'S NAME</b>	<b>DATE</b>
<hr/>	<hr/>
<b>ADDRESS</b>	
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POSITION	PART OF BUILDING	CHECK FOR	PRIMARY MAINTENANCE TASK	FREQUENCY
<b>Roof</b>	Roof Cladding / Flashings <i>Concrete tile</i>	Corrosion · Moss / Lichen · Lifted roofing / flashings · Loose / missing fixings · Water ponding · Cracked / loose tiles · Mortar cracks · Efflorescence · Colour loss	Wash · Repair · Repaint · Re-roof	Yearly or per manufacturer warranty · As required · 8-15 years
	Chimney / Flues	Soot build-up · Crumbling mortar · Corrosion · Loose fixings	Have chimney swept · Repair faults	Yearly · As required
	Guttering / Downpipes	Blocked or broken gutters	Clean · Repair	Yearly · As required
	TV Aerial / Receiver Dish	Loose fixings · Corrosion	Repair · Replace	Yearly · As required
<b>Exterior</b>	Exterior Wall Cladding	Dirt / salts / staining · Cracked or flaking · Chalking paint · Moss / lichen · Corrosion of flashings · Missing fixings	Wash · Repair · Repaint · Reclad	Yearly or per manufacturer warranty · 7-10 years · As required
	Aluminium Doors / Windows Timber Doors / Windows	Cracked weather strips · Cracked glass · Powder coat damage · Hardware corrosion · Operation · Paint deterioration	Wash · Repair · Replace hardware / sashes	Yearly · As required

CONTINUED · EXTERIOR & FOUNDATIONS

## Garage, decks & foundations.

POSITION	PART OF BUILDING	CHECK FOR	PRIMARY MAINTENANCE TASK	FREQUENCY
<b>Exterior cont.</b>	Garage Doors <i>Zincalume &amp; Coloured</i>	Dirt / salts · Wear of moving parts · Hardware · Automatic openers	Wash · Lubricate · Repair	Yearly or per manufacturer warranty
	Garage Doors <i>Cedar</i>	Dirt / salts / staining · Moving parts · Hardware · Automatic openers	Wash · Lubricate · Repair	Yearly or per manufacturer warranty
<b>Decks / Balconies</b>	Enclosed Balconies / Waterproof Decks	Blocked outlets · Water ingress · Ponding · Membrane deterioration	Clear blockages · Repair · Replace membrane	Yearly · As required
	Open Timber Decks	Moss build-up · Loose balustrades · Corroded fixings · Timber rot	Clean · Repair · Replace decking	Yearly · As required
<b>Foundation / Sub Floor</b>	Foundation Walls	Cracking / damage · Blocked vents · Ground clearance maintained	Repair · Clear planting / growth	As required · Yearly
	Piles	Rotten timber · Corroded fixings	Replace	As required
	Sub Floor	Damp ground · Inadequate ventilation · Loose wiring / pipes	Cover damp ground · Improve ventilation · Repair	As required
	Concrete Slab Floor	Inadequate ground clearance	Clear growth · Slope ground away from building	As required

CONTINUED · MECHANICAL SERVICES

## Plumbing, water & heating.

POSITION	PART OF BUILDING	CHECK FOR	PRIMARY MAINTENANCE TASK	FREQUENCY
<b>Mechanical</b>	Plumbing & Drainage	Leaking pipes · Dripping taps · Blocked drains / gulley traps / sinks	Repair · Replace washers · Clear blockages · Re-lay drains	As required
	Water Heater (Electric)	Tank corrosion · Element · Water temperature · Valve	Replace	10–15 years · As required
	Water Heating (Solar)	Leaks · Corrosion · Wet insulation · Dirty panels	Specialist service	Yearly
	Water Heating (Instantaneous)	Pipe work · Electronic ignition · Gas supply	Specialist service	2 years or per manufacturer warranty
	Electric Pumps	Blocked strainer · Pump · Pipe work	Specialist service	6–12 months · As required
	Electric Heat Pumps	Blocked filters · Dirt build-up · Pump · Pipe work	Specialist service · Clean · Replace	1–2 years · As required
	Septic Tanks / Wastewater	Pumps · Filters · Soakage areas	Specialist service · Clean filters	Yearly or per manufacturer warranty
	Water Tanks	Roof and gutter · Pumps · Pipes · Filters · Sterilisation	Clean · Specialist service	6–12 months · Yearly
	Heating / Ventilation	Blocked filters · Pump · Pipe work	Clean filters · Specialist service · Replace	Per manufacturer warranty · As required
	Solid Fuel	Soot build-up in chimney / flue	Clean · Replace flue or appliance	Yearly · As required

CONTINUED · INTERIOR & GROUND

## Interior & ground works.

POSITION	PART OF BUILDING	CHECK FOR	PRIMARY MAINTENANCE TASK	FREQUENCY	
<b>Interior</b>	Internal Moisture	Mould / mildew · Condensation · Musty smell · Damp cracks	Eliminate moisture sources · Ventilate	Ongoing	
	Roof Space	Leaks · Displaced insulation · Rodents · Discolouration	Repair · Replace · Eliminate pests	Yearly	
	Ceilings	Mould / mildew · Water staining · Discolouration	Clean · Redecorate · Re-line	As required	
	Walls / Windows	Mould · Water staining · Condensation · Damaged linings · Cracked silicone / grout	Clean · Redecorate · Re-line	As required	
	Floors	Damp · Deterioration	Inspect sub-floor · Repair	As required	
	Floor Finishes	Damage · Deterioration	Repair · Replace	As required	
	Smoke Detectors	Battery life · Alarm function	Replace batteries · Repair	Yearly · Regularly	
	Security Alarm Systems	Sensors · Backup batteries · Sirens	Repair	Yearly or per manufacturer warranty	
	Floor & Wall Tiles	Cracked tiles · Loose grout · Cracked sealing · Mould	Repair · Clean	As required · Regularly	
	Kitchens & Bathrooms	Damaged cabinets · Leaking taps · Cracked sealing · Mould · Damage to fixtures	Repair · Replace washers · Clean · Replace fixtures	As required · Regularly	
	<b>Ground Works</b>	Concrete Driveway	Cracks · Deteriorating edges · Blocked culverts	Monitor · Realign · Clear	As required
		Fencing / Retaining Walls	Rotting posts · Timber palings in ground contact	Replace · Clear away	As required

**Important:** Always check each manufacturer's warranty and instructions to establish the maintenance frequency and any exclusions specific to your installation. Failure to comply with warranty requirements can void cover.