



ANNUAL MAINTENANCE CHECKLIST

By carrying out all or just a few of the maintenance points below you will help prevent any major issues arising and, in turn, help to preserve and retain the value of your home or investment property.

General Maintenance

- Inspect & clean air conditioner filters
- Vacuum/wash curtains & blinds
- Vacuum & shampoo carpets & mats
- Dust window sills and skirting boards
- Wipe marks from light switches
- Tighten loose handles, door knobs, etc
- Check & lubricate all locks/deadbolts
- Clean debris from window-well tracks
- Check fire extinguishers & fire blankets
- Test smoke detectors & replace batteries
- Clean & inspect roof & gutters
- Clean drains & exhaust vents
- Repair/replace damaged fly screens
- Check/repair the deck/patio
- Inspect entire exterior for damage or vermin
- Check for visible signs of termites
- Organise annual Pest Control
- Clean grease trap & check septic system

Kitchen

- Clean sink drains/disposal units
- Check & clean rangehood fan & filters
- Clean refrigerator seals & coils
- Clean all exhaust vents
- Clean the garbage disposal

Bathrooms & Toilets

- Check grouting in shower/bath
- Run water & flush toilets in unused spaces
- Clean all exhaust vents
- Polish taps and faucets

Yard & Garden

- Remove any dead shrubs & plants
- Check trees & trim if too close to the house
- Test electrical safety switch
- Test hot water system relief valve
- Flush hot water system to remove sediment