Home Maintenance Checklist

Safety first!

Most injuries occur when falling from height so please, please, take care. Be sure that you or anyone that is intending to go on the roof anywhere at height, (to carry out this inspection) does so safely. For further information on this topic contact you're nearest Occupational Safety and Health (OSH) office.

Things to look / check for …..

	Date of Maintenance Inspection (6Monthly)															
	/ /				/ /				/ /				/ /			
	ok	Check again in 3 months	Needs work soon	Must repair ASAP	ok	Check again in 3 months	Needs work soon	Must repair ASAP	ok	Check again in 3 months	Needs work soon	Must repair ASAP	ok	Check again in 3 months	Needs work	Must repair ASAP
Roofs & Spouting/Guttering Check for …																
Loose roof fixings																
Ridging and flashing																
Holes																
Rust																
Broken or cracked tiles																
Blocked valleys and spouting.																
Check spouting for leaks (holes and leaking seals)																
Rust, broken brackets																
Drooping (ponding) areas																
Exterior walls Check for:																
Any damaged cladding: impact damage to fibre cement board, broken or rotten battens																
Vertical board damage: especially where bottom edges touch soil, roof, deck or flashing																
Rot, especially at joints between different materials and where water can be trapped																
Gaps or opening of joints, often on mitred corners																
Uncoated weatherboards, particularly cracking																
Loose fixings or bricks, blocks, plaster and concrete																
Crumbling mortar between bricks																
Drumming sounds form or Cracks in, solid plaster																
Evidence of movement or Subsidence																
walls or chimneys out of plumb																
planks or boards that seem out of line or level																
Loose window putties																
Corrosion of deck and post fittings																
Overflowing toilet cisterns, hot water cylinder drain pipes																
Underfloor Check for:																
Take a strong torch and get into the sub floor space if possible																
Damp soil, wet building surfaces, leaks, and rot. Look for possible causes																
Disconnected waste pipe																
Leaking pipe																
Blocked drain or gully traps																
Blocked under floor ventilation vents																
Leaking bath or shower																
Surface run-off going under house																
Sagging or broken structural timbers																
Tears or gaps in insulation																
Damaged or unsupported pipes																
Corroded metal fixings: tie wires, staples, nail plates, bolts																
Loose structural bolts, Gaps between pile and bearer																
Cracks in concrete foundation walls																
Rotten timber piles																

Roof space, Check for:																
Condensation on underside of roofing paper or roofing material																
Wet or displaced insulation. Insulation. Look for possible causes																
Extractor fan venting into roof space																
Leaks or water stains, Condensation (see above)																
Corrosion of metal fittings or roofing																
Obvious active fungal infestation																
Obvious active borer infestation																
Sagging beams or rafters																
Evidence of rats, mice or birds																
Insecure header tank or hot water cylinder: (earthquake risk)																
Interior, Check for:																
Evidence of dampness: mildew, water stains																
Residual dampness, bubbling floor vinyl																
Failing paint or clear finishes, sagging ceilings																
Mouldy or lifting wallpaper, rot in window frames																
Squeaky flooring, Jammed windows, Sticking doors																
Bathrooms & Kitchens Check for:																
Lifting or loose tiles																
Rot in wet wall linings: especially around tap or shower mixer/rose and along bottom edge																
Cracked tiles or grout																
Degraded sealant around baths, tubs and basins.																
Dripping taps																
Driveway Paths, Fencing & retaining walls Check for:																
Cracks or subsidence in concrete																
Deteriorating edging poor run off																
Blocked culverts or drains																
Rotting structural posts																
Timber Palings in contact with the ground																

Scheduled Maintenance	**Order of priority (1=Critical. 4 = Within 6 Months)**				
	1	**2**	**3**	**4**	**Comments**

Maintenance repair person	**Date Contacted**	**Daytime Ph**	**Mobile**	**Date completed**