

Annual Maintenance Survey

Checklist

- ✓ The NSPA Property Manager will contact the centre to arrange a suitable time to carry out the inspection.
- ✓ The Property Manager will conduct the inspection and record any problems identified during the inspection on the check list.
- ✓ The Property Manager will forward the draft report and action plan to the Assets Convenor for review and approval. The final report will then be forwarded to the centre.
- ✓ The Annual Maintenance Survey and Action Report should be presented for review and discussion at a Centre General Business Meeting to decide and implement action plans.
- ✓ Once you have completed the action plan please return to HQ with dates items were completed filled in.
- ✓ Retain and file the Annual Survey and Action Report in the Centre Property Kit and keep for 3 years.

Annual Property Maintenance Survey

Centre: _____

Date: _____

Completed By: _____

Presented at Meeting: _____

	Construction Materials	Present Condition	Maintenance Required
Exterior Walls			
Cladding			
Paint work			
Doors			
Windows/ Joinery			
Roof			
Cladding			
Paint work			
Flashing			
Barge boards			
Spouting			
Down pipes			

	Construction Materials	Present Condition	Maintenance Required
Decks			
Surfacing			
Awnings			
Safety railings			
Grounds			
Concrete areas			
Fencing			
Gates			
Drainage			
Sheds			
Other buildings			
Car parking area			
Security			
Power lines			
Under Buildings			
Drainage			
Base boards			
Piles			

	Construction Materials	Present Condition	Maintenance Required
Interior			
Paint work			
Wall coverings			
Ceiling			
Varnish work			
Pin boards			
Windows/ Joinery			
Doors			
Floor coverings			
Lighting			
Heaters			
Plumbing			
Electrical			
Kitchen			
Plumbing			
Cupboards			
Electrical			
Hot water cylinder			

	Construction Materials	Present Condition	Maintenance Required
Storage			
Shelving			
Lockable cupboards			
First aid cabinet			
Cloakroom			
Toilets			
Taps			
Cisterns			
Pans			
Basins			
Nappy Change area			
Ventilation			

Maintenance needs

What property maintenance do you believe is necessary in your centre over the coming year? Please identify any needs in detail.
