



# Property Maintenance Checklist

A well-maintained property protects its value, prevents costly repairs, and keeps everything running smoothly. Here's a comprehensive list broken down by frequency.



## Monthly Tasks

- Test smoke and carbon-monoxide alarms
- Check for leaks under sinks and around toilets
- Inspect HVAC filters and replace if dirty
- Look for signs of pests
- Run water in rarely used taps to prevent stagnation



## Quarterly Tasks

- Clean gutters and downpipes
- Inspect exterior paint, siding, and brickwork
- Check caulking around windows, showers, and tubs
- Test garage door auto-reverse safety feature
- Flush hot water system if recommended by manufacturer



## Biannual Tasks

- Service HVAC system (heating/cooling)
- Inspect roof for loose tiles, flashing, or damage
- Deep clean appliances (fridge coils, oven, dishwasher filters)
- Trim trees and shrubs away from the house
- Check fences, gates, and outdoor structures



## Annual Tasks

- Pest inspection and treatment
- Check plumbing for corrosion or slow drains
- Inspect foundation for cracks or movement
- Service hot water system
- Clean and reseal decks or outdoor timber
- Review insurance coverage and update photos of property condition



## Seasonal Tasks for Properties in Victoria

- **Summer:** check irrigation, clean air-con condenser, inspect sun damage
- **Autumn:** clear leaves, prepare gutters for winter rain
- **Winter:** check for drafts, inspect heating performance
- **Spring:** pressure-wash exterior, refresh landscaping