

COMMON PROPERTY INSPECTION CHECKLIST

Walk the building twice a year and write down what needs attention.

SCHEME

INSPECTED BY

DATE

WEATHER

AREA	OK	ISSUE FOUND	PRIORITY	ACTION / QUOTE NEEDED
Roof, gutters, downpipes				
External walls, cladding, render				
Balconies, balustrades				
Windows, window locks				
Concrete (cracking, spalling, rust stains)				
Waterproofing, leaks, damp				
Driveways, paths, trip hazards				
Car park, gates, lighting				
Lifts				
Fire doors, exit signs, extinguishers				
Stairwells, handrails				
Pool, spa, fencing and gate				
Gardens, trees, retaining walls				
Bin room, pests				
Mailboxes, intercom, security				
Common area lighting				
Plant room, pumps, hot water				
Signage, noticeboard				

OTHER OBSERVATIONS