

ANNUAL COMPLIANCE CALENDAR

One page for every recurring inspection, certificate and renewal the scheme must keep up with.

What applies depends on your state, the building and its services. Ask your strata manager or fire services contractor to confirm each item and the due date.

ITEM	FREQUENCY	DUE	CONTRACTOR	DONE
Fire safety statement / essential safety measures report				
Fire equipment servicing				
Emergency and exit lighting				
Lift inspection and servicing				
Pool / spa barrier certificate and water testing				
Backflow prevention test				
Building insurance renewal and valuation				
Public liability, office bearers, fidelity cover				
Workers compensation (if any staff)				
Termite / pest inspection				
Gutter cleaning				
Safety switch (RCD) testing				
Asbestos register review				
Sinking / capital works fund plan review				
AGM				
Annual return / audit / tax return				
Short-stay register or rule check				
By-law / rules review				