



Annual Property Maintenance Schedule

Mark the month in which inspection is to take place.

On completion of inspection, record the inspection.

Inspection Category	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Site Inspection - Depot	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Site Inspection – Office	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Electrical Systems	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Plumbing Systems	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Air Conditioning & Ventilation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fire Protection Systems	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Pest Controls	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
WHS Consultation Meetings	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Note: Inspection reports to be filed in relevant Registers.