

Strata Preventive Maintenance Checklist

Property Location:			
Date:		Start Time:	
End Time:			

Documentation and Scheduling

	Yes	No	N/A
<input type="checkbox"/> Compile all warranties, manuals, and maintenance schedules for assets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ensure documents are accessible and shared with contractors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Maintenance Service Reporting

<input type="checkbox"/> Require contractors to provide detailed reports of tasks performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Regularly evaluate the condition and lifespan of assets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Independent Audits

<input type="checkbox"/> Engage specialists to audit high-value or complex assets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Evaluate maintenance quality and contract expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assess labour rates and identify potential savings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Asset-Specific Maintenance - Lifts or Elevators

<input type="checkbox"/> Monitor availability of spare parts (up to 20 years).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Plan for modernisation or replacement as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ensure compliance with safety codes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Asset-Specific Maintenance - HVAC Systems

	Yes	No	N/A
<input type="checkbox"/> Service cooling towers, pumps, heaters, and fans regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Replace components as needed (lifespan: 5 to 15 years).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Asset-Specific Maintenance - Hydraulic Assets

<input type="checkbox"/> Inspect and maintain hot water units, cold water pumps, and storage tanks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Replace components nearing the end of their lifecycle (typically 5 or more years).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Asset-Specific Maintenance - Electrical Assets

<input type="checkbox"/> Inspect lighting systems, distribution boards, and circuit breakers regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Replace components as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Building Maintenance

<input type="checkbox"/> Conduct routine inspections of plumbing systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Conduct routine inspections of electrical systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Conduct routine inspections of roofs and building exteriors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Conduct routine inspections of common areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Maintain cleanliness in common areas, windows, facades, and outdoor spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Notes

<input type="checkbox"/> Keep a log of maintenance activities and updates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Schedule follow-ups to ensure tasks are completed on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ensure compliance with legislative requirements and safety standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any Other Remarks:

List of Parts Replaced:

Final Remarks

Sign and Save:

First Name:	
Last Name:	
Position:	

Signature: