

## **ROUTINE INSPECTION GUIDE**

In order for us to adequately check the premises for maintenance during Inspections it is imperative that the property be presented in a clean and tidy manner.

We suggest you follow this Routine Inspection Guide in preparation of your next Inspection.

### **OUTSIDE**

•	<b>Item</b>	<b>Done</b>
•	Lawns to be mowed.	
•	Weeds to be removed from lawn, garden beds and paving.	
•	Verandahs/Patio, Garage/Carport, Driveway and Paving to be swept.	
•	Cobwebs to be removed from eaves, carports and sheds.	
•	Rubbish removed.	
•	Where pets are kept on the property, all animal droppings to be removed.	

### **INSIDE**

•	<b>Item</b>	<b>Done</b>
•	Carpets to be vacuumed.	
•	All hard floors to be washed.	
•	Bathroom floor, vanity, basin, bath and shower to be cleaned.	
•	Bathroom glass to be cleaned (shower screens, mirrors, etc.).	
•	Toilet (including the seat and pedestal) should be cleaned.	
•	Windows to be cleaned (both inside and out). Flyscreens to be brushed.	
•	Dust window runners, sills, tracks and skirting boards.	
•	Oven, shelves, grill, drip trays and hot plates to be cleaned. Oven surround and control panel also to be cleaned.	
•	Exhaust fan covers to be cleaned.	
•	All kitchen bench tops and cupboard doors to be cleaned.	
•	Kitchen and Laundry sinks to be cleaned.	
•	Light fittings to be dusted, with insect spots washed off if necessary.	
•	Ceiling fan blades to be cleaned (if applicable).	
•	Hand marks to be removed from walls, doors and around light switches.	