

# Queensland's Home Maintenance Checklist



<b>Monthly</b>		<b>Tick/note date last completed</b>			
<b>Safety Checks</b>					
Smoke alarms/detectors	Test smoke alarms for proper operation and check batteries. Replace if necessary. Dust/clean.				
Burglar/safety alarm	Test safety alarms for proper operation. Check back-up battery units and replace if needed. Dust/clean around unit and sensors.				
Gas cylinders	If using bottled (LPG) gas, check cylinders for leaks (contact your gas supplier for details).				
<b>Quarterly</b>		<b>Tick/note date last completed</b>			
<b>Plumbing</b>					
Taps and shower heads	Check interior and exterior taps for leaks. Replace washers if necessary.				
Drains	Clean and pour water down unused drains.				
Pipes	Inspect visible pipes for leaks.				
Kitchen/laundry/bathroom cabinets	Check under and around for leaks.				
Toilets	Check for stability and leaks.				
Rain water tanks	Check rainwater catchments are free and clean of debris. Empty and clean first-flush diverters and rainheads. Remove, clean and check inlet/overflow strainers.				
<b>Interior</b>					
Wood cabinets and trim	Apply a wood protectant.				
Interior doors	Lubricate hinges.				
Garage door	Lubricate hardware. Inspect mechanism for smooth movement.				
Window and door tracks	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.				
Basement/crawl space/small areas	Check for cracks or any sign of dampness or leaks. Check for any evidence of termites.				
Ceramic tiles	Check and clean grout.				
<b>Electrical and appliances</b>					
Heating and cooling systems	Clean and replace filters if necessary.				
Kitchen & bath exhaust fans	Remove and clean the filter. Clean accumulated grease deposits from kitchen fan housing.				
Refrigerator	Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.				

Dishwasher/washing machine	Check for leaks. Clean water inlet filters. Check hoses and replace if necessary.				
Clothes dryer	Vacuum lint from ducts and surrounding areas (NB: clean lint filter after EVERY use)				
Smoke detector	Test for proper operation and replace batteries if necessary.				
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.				
<b>Exterior</b>					
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.				
Landscaping	Check for proper drainage.				
Concrete/driveway/paving	Clean oil and grease.				
<b>Annually</b>		<b>Tick/note date last completed</b>			
<b>Exterior</b>					
Concrete/driveway/paving	Clean oil and grease.				
Decking	Re-stain timber decking to protect against water damage, termites and rotting.				
Insect protection	Spray both inside and outside the home to protect against spiders, cockroaches and termites. Include outdoor furniture, play equipment and sheds. Be sure to use a reputable company that uses products safe for both humans and animals.				
Water tanks	Remove accumulated sediments from bottom of water tank (this can be done every 1-2 years as required).				
<b>Autumn (Mar - May)</b>		<b>Tick/note date last completed</b>			
<b>Plumbing</b>					
Plumbing shut-off valves	Inspect for proper operation.				
Outside taps and drains	Clean/flush taps and remove fallen leaves and grass from outside strip drains.				
<b>Interior</b>					
Countertops	Inspect for separations at sinks and backsplash. Reseal where required.				
Tiled areas	Inspect for loose or missing grout or caulking. RegROUT or reseal if necessary.				
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect silicone/sealing and reseal if necessary.				
Weather stripping	Check sealing around windows and doors. Check window and door screens. Adjust or replace if necessary.				
<b>Electrical and appliances</b>					
Air conditioning unit	Inspect units and service if necessary. Clean/replace filters as necessary.				
Refrigerator coils	Clean.				
<b>Exterior</b>					
Roof	Check for leaks. Check for damaged, loose, or missing tiles. Check vents for birds, nests, possums, rodents and insects. Check flashing around roof stacks, vents, and skylights for leaks.				
Gutters and downpipes	Clean and check for leaks, misalignment, or damage.				
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.				

Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract termites/moisture (wood or shrubbery should be closer than approx. 8cm to your house).				
Concrete and driveway/pavers	Check for cracks or deterioration. Reseal or repair if necessary.				
Water tank	Maintain pump and pump filters.				
Lawn and patio furniture	Clean and store or cover with weatherproof material.				
<b>Spring (Sept - Nov)</b>		<b>Tick/note date last completed</b>			
<b>Interior</b>					
Countertops	Inspect for separations at sinks and backsplash. Reseal where required.				
Tiled areas	Inspect for loose or missing grout or seals. RegROUT or reseal if necessary.				
Shower doors/bath tubs	Inspect for proper fit. Adjust if necessary. Inspect sealing and reseal if necessary.				
Weather stripping	Check silicone/seals around windows and doors. Check window and door screens. Adjust or replace if necessary.				
<b>Electrical and appliances</b>					
Heating and cooling system	General air conditioner inspection: Look for rust/wear on unit; note odd sounds or smells; and check condition of fan and filter. Remove debris around units.				
Circuit breakers	Test circuit breakers.				
Refrigerator	Clean coils.				
<b>Exterior</b>					
Decks	Scrub mildewed areas and treat for water stains, mildew, and fungus.				
Roof	Clean. Check for leaks. Check for damaged, loose or missing tiles/metal sheeting. Check vents and louvres for birds, nests, possums and insects. Check flashing around roof stacks, vents, and skylights for leaks.				
Gutters and downpipes	Clean and check for leaks, misalignment, or damage.				
Windows	Clean.				
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.				
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract termites/moisture (wood or shrubbery should be closer than approx. 8cm to your house).				
Concrete and driveway/pavers	Check for cracks or deterioration. Reseal or repair if necessary.				