



MAINTENANCE PLAN

The purpose of a Maintenance Plan is to keep track of what is needed to be done to keep a property and equipment correctly maintained and protected. The ongoing purposeful maintenance of a property or equipment can often prevent larger issues from arising. These issues can not only affect your businesses ability to operate, but can also be pertinent for the safety of your employees.

A well-managed and properly implemented Maintenance Plan can help to prevent the build up of issues and prevent major repairs or damage from occurring. It can be a cost-effective way of ensuring the value of an asset is maintained.

One of the first steps is to identify someone in the organisation that is responsible for the plan. They don't necessarily have to arrange or conduct the inspections, but they do need to ensure that if the items are delegated that they are completed thoroughly and on time.

We provide below a suggested Maintenance Plan for a medium sized business in a property with machinery that the business relies upon to operate. As each business is unique we suggest that you prepare your own plan for your business.

MAINTENANCE PLAN

BUILDING MAINTENANCE

ITEM	ENTER DETAILS
Employee Responsible	
Details	
Address	
Date Property Built	/ /
Date of Major Renovations since Initial Build	/ /
Name of Builder / Engineer	
Services Details	
Reference of any Plans Including Services, Council Plans	
Reports on the Building from Engineers, Consultants or Council	

MAINTENANCE PLAN

There are various types of maintenance that can be included in the plan such as planned routine maintenance as well as a review of assets to determine whether any work is required.

We have sorted the maintenance required into weekly, monthly and yearly checklists below:

WEEKLY CHECKLIST

- Cleaners have attended the premises and conducted day-to-day cleaning
- Cleaners will advise if any light bulbs are not working
- Rubbish removal
- Grass cut and gardens attended to

MONTHLY CHECKLIST

- Check fire alarms/ smoke detectors
- Check security alarm
- Check emergency exit lights and signs are operational and in place
- Wash windows and inspect for cracks/breakages/ general wear and tear on handles and fittings.

BI-ANNUAL CHECKLIST

- Review the following for any maintenance required
- Repairs to insect screens
- Check taps for leaks and replace any tap washers
- Replace any safety signs showing signs of wear
- Minor wall and ceiling repairs
- Check door hinges and handles
- Clean or replace air-conditioning filters
- Clean gutters
- Garden weeding and mulching required

ANNUAL CHECKLIST

- Arrange pest control treatment
- Arrange for steam clean of carpets
- Annual review of fire equipment to be carried out
- Arrange for electrical review of wiring by qualified tradesman including air conditioning units
- Arrange for test and review of gas heaters and ovens
- Equipment audit and plan for repairs and / or any replacements
- Ensure computers have the latest security software
- Review the following for any maintenance required
 - Exterior painting
 - Carpets or internal floor coverings
 - Guttering
 - Furniture
 - Paving
 - Bitumen
 - Gates/ doors
 - Fences and balustrades
 - Review stormwater conditions
 - Painting requirements
 - Garden – tree lopping or cutting back

We recommend setting up a log of maintenance that has been undertaken throughout the year. This would record:

MAINTENANCE LOG	
Cost of maintenance undertaken	\$
Person responsible	
Supplier contact	
Repairs that were done	
Warranties on the repairs	
Date of next scheduled review	