An hour, twice a year, walking your own building. The cheapest maintenance you'll ever do.

Building Walkthrough Checklist

General guidance, not a rulebook - every building's circumstances differ, so take what's useful and leave the rest.

Committees make decisions about buildings they mostly experience from their own front door. A structured walk-around twice a year turns 'someone mentioned the gate' into a list with dates on it — and catches the things that are cheap now and expensive in eighteen months.

How to run it

- **Twice a year**, ideally before storm season and before the AGM, so what you find can be budgeted
- **Two people minimum** — one looks, one writes. Take the building manager if you have one; they already know where the problems are
- **Take photos of everything you note.** A photo with a date settles arguments a year later
- **Walk it in one direction**, outside in, top down. Don't wander — you'll miss a whole level
- **Don't fix anything on the walk.** Note it, keep moving, triage afterwards
- **An hour for a small building, two or three for a large one.** If it takes less, you didn't look

> *Take last year's list with you. The most useful column in this whole document is the one where the same item appears twice.*

Exterior and roof

Task	Who's doing this	By when
☐ Roof line, flashing and visible tiles or sheeting — from the ground and from any accessible point		
☐ Gutters and downpipes: debris, sagging, staining on walls below		
☐ External walls: cracking, rust staining, render damage, efflorescence		
☐ Windows and external glazing: seals, cracked panes, failed hardware		
☐ Balconies from below: water staining, spalling concrete, rusting balustrade fixings		
☐ Paint condition and where it's failing first		
☐ Signage, letterboxes and street numbering legible and intact		

Entry, lobby and common areas

Task	Who's doing this	By when
☐ Entry doors, closers and locks operating properly		
☐ Intercom and access control working from outside and inside		
☐ Lighting: anything out, anything flickering, anything on all day		
☐ Floor coverings: trip hazards, lifting edges, worn stair nosings		
☐ Handrails secure; balustrade heights and gaps unchanged		
☐ Walls and ceilings: water stains, cracks, damage		
☐ Lifts: ride quality, door timing, current inspection certificate displayed		
☐ Bin room: condition, odour, whether it's actually big enough		

Plant, services and safety

Task	Who's doing this	By when
☐ Fire panel: any faults or isolations showing		
☐ Fire safety certification current and displayed as required		
☐ Extinguishers, hose reels and blankets in place, tagged and in date		
☐ Exit signs and emergency lighting illuminated		
☐ Exit paths clear — nothing stored in a fire stair, ever		
☐ Evacuation diagrams present and still accurate		
☐ Pump room, switchboard and meter areas: dry, clean, accessible, locked		
☐ Water heaters, tanks and visible pipework: leaks, corrosion, insulation		
☐ Air conditioning and ventilation plant running and serviced		

Grounds, carpark and amenities

Task	Who's doing this	By when
☐ Carpark: lighting, line marking, drainage, ceiling stains, door operation		
☐ Visitor parking being used as intended		
☐ Paths and driveways: cracking, lifting, pooling water		
☐ Retaining walls, fences and gates		

Task	Who's doing this	By when
☐ Gardens and trees: overhanging branches, roots near paving or pipes		
☐ Pool and pool fencing: gate self-closing and self-latching, certification current		
☐ Common laundry, gym, BBQ or rooftop areas: condition, cleanliness, equipment working		
☐ Security cameras positioned and recording, if you have them		

After the walk

Task	Who's doing this	By when
☐ Triage the list: urgent / this year / next budget / watch it		
☐ Add every item to the maintenance register with the date you found it		
☐ Get quotes for anything going to the next meeting		
☐ Feed anything expensive into the long-term fund forecast — that's what the forecast is for		
☐ File the photos with the list, somewhere the next committee will find them		
☐ Tell residents what you found and what's happening about it		

Do this twice and the second one becomes the most valuable document your building owns: evidence of what changed, how fast, and what's been quietly getting worse while everyone looked at something else.

General guidance only. This is a visual condition walk-around, not a building inspection, an engineering assessment or a fire safety audit - and it doesn't replace any inspection your state's legislation requires. Current as at August 2026.