

## 7-2 Maintenance schedule;

<b>On-Going Maintenance Schedule</b>			
<b>Task</b>	<b>Frequency</b>	<b>Who Will Do</b>	<b>Date(s) Done</b>
Test smoke detectors	Quarterly		
Lay insect baits	Quarterly		
Check taps for leaks	Quarterly		
Vacuum under oven & refrigerator and dust condenser	Quarterly		
Inspect bathtubs and sinks for caulking and leaks; repair as needed	Quarterly		
Turn mattress, wash mattress covers	Quarterly		
Clean oven	As needed		
Check operation of sprinklers	Quarterly		
Defrost manual refrigerator; or if automatically defrosted, wash off shelves and clean	when frost is 7mm thick		
Check walls surrounding wet areas for bubbling paint and flaky or woody plaster	Quarterly		
Check plants and trees for fouling of gutters and power lines	Quarterly		
Check carpet, skirting and flooring and clean as needed or quarterly	Bi annually as needed		
<b>Autumn Maintenance Schedule</b>			
<b>Task</b>	<b>Frequency</b>	<b>Who Will Do</b>	<b>Date(s) Done</b>
Clean gutters, trim trees away from roof	Annually as needed		
Check reticulation settings & replace backup battery	Annually		
Spray lawns for winter grass	After first rains		
<b>Spring Maintenance Schedule</b>			
<b>Task</b>	<b>Frequency</b>	<b>Who Will Do</b>	<b>Date(s) Done</b>
Clean flyscreens and windows	Annually		
Adjust sprinkler times as needed	When ground starts to dry		
Fertilize lawns	Monthly as grass begins to grow		
Weeding garden beds	Monthly as needed		
Cleans and surface spray cupboards if needed	Annually		
Brush cobwebs from windows and outdoor	Monthly as needed		

Brush cobwebs from interior	As needed		
Surface spray outdoor areas	Annually as needed		
<b>Summer Maintenance Schedule</b>			
<b>Task</b>	<b>Frequency</b>	<b>Who Will Do</b>	<b>Date(s) Done</b>
Clean air conditioner filters	Monthly or as per manual directions		
Prune plants and trees as needed	Annually		
Fertilize and weed control of lawns	Monthly		
High pressure clean mildew off exterior walls & Undercover areas	Annually		
<b>Winter Maintenance Schedule</b>			
<b>Task</b>	<b>Frequency</b>	<b>Who Will Do</b>	<b>Date(s) Done</b>
Clean Heater	before system is needed		
Remove leaves from gutters	As needed		
Weed and spray	Monthly		
Turn off reticulation	When rains set in		