



## PERSONAL MAINTENANCE CHECKLIST

Dear Owner,

### PERSONAL MAINTENANCE CHECKLIST

Each owner has the responsibility of properly maintaining their own property. To assist in the proper maintenance of your assets we suggest that you make use of a practical annual checklist.

Property checklists varies in complexity and detail based on the needs of the owner and residents.

We do however recommend that you take the following into consideration when drafting your own maintenance checklist.

- Clearly understanding your responsibilities as owner
- Keeping proper tack of your product and service guarantees
- Understanding your insurance policy (if applicable)

When drafting your checklist walk into each room of your property and ask the following questions. It should give you a good idea of what needs to be added to your personal maintenance checklist.

- What obviously needs to be checked for repair on a monthly basis?
- What is not obvious that needs to be checked for repair on a monthly basis?
- What is the most expensive item in this room that will need to be replaced one day?
- What is the least expensive item that needs to be replaced one day?
- Is there anything that may need repair that I can't see?
- Is there anything that may need to be repaired that I can see?

Also remember to take into consideration items which are subject to wear-and-tear such as:

- Plumbing
- Electrical switches
- Taps
- Cabinet doors
- Etc

Don't forget items that protect you from the elements items like doors that need to be varnished annually or window seals that need to be checked.

Kind Regards

Maintenance Department  
Infinitum Holdings (Pty) Ltd