



Spring Maintenance Checklist

Section	Checklist Item	Completed
Roof & Gutter Maintenance	Inspect the roof for damaged or loose tiles, flashing, or leaks	<input type="checkbox"/>
	Check for standing water or areas of wear and tear	<input type="checkbox"/>
	Clear gutters and downpipes of leaves and debris	<input type="checkbox"/>
	Schedule professional roof and gutter inspections if necessary	<input type="checkbox"/>
HVAC System Servicing	Replace or clean air filters to maintain indoor air quality	<input type="checkbox"/>
	Inspect ductwork for blockages, leaks, or dust build-up	<input type="checkbox"/>
	Check air conditioning units for efficiency before warmer months	<input type="checkbox"/>
	Schedule a professional service to optimise performance	<input type="checkbox"/>
Grounds & Structural Checks	Inspect playground equipment for wear, rust, or damage	<input type="checkbox"/>
	Check footpaths, entrances, and car parks for cracks or uneven surfaces	<input type="checkbox"/>
	Assess external walls, fences, and drainage for damage or deterioration	<input type="checkbox"/>
	Repair any identified issues before they worsen	<input type="checkbox"/>
Safety & Compliance Inspections	Test fire alarms, smoke detectors, and emergency lighting	<input type="checkbox"/>
	Inspect handrails, ramps, and stairwells for stability	<input type="checkbox"/>
	Ensure accessibility features (ramps, lifts, signage) are functioning correctly	<input type="checkbox"/>
	Review emergency exit routes for any obstructions	<input type="checkbox"/>
General Repairs & Preventive Maintenance	Fix leaking taps, toilets, and pipework	<input type="checkbox"/>
	Check and seal windows and doors to prevent draughts	<input type="checkbox"/>
	Repair cracks in walls, ceilings, or flooring	<input type="checkbox"/>
	Ensure heating and cooling controls are functioning correctly	<input type="checkbox"/>