



# EXTERIOR HOME MAINTENANCE CHECKS TO HELP LOOK AFTER YOUR \$1MILLION PLUS ASSET



**Stay one step ahead of major maintenance. If the little checks are done regularly, it can catch the bigger things before they get too big. Please note that some properties may require additional or different checks, but this will get you started. There is a space at the end for you to add any additional items required for your property.**



CHECK (Obtained from BRANZ Maintaining My Home Guide)	DO WHAT, WHY OR WHEN	BY WHO	DATE CHECKED	NOTES/REPAIRS REQUIRED
<b>ROOF</b>				
<ul style="list-style-type: none"> <li>lifting or loose roofing/flashings or fixings</li> <li>water ponding (flat roofs)</li> <li>faded/ lifting paint or rust/ corrosion if iron</li> <li>cracked, missing or dislodged roof tiles or shingles</li> <li>roofing that ends short of a gutter or tiles that have slipped</li> </ul>	<ul style="list-style-type: none"> <li>- the roof can decay over time</li> <li>- inspect annually</li> <li>- repair faults found</li> <li>- specialist services maybe required</li> </ul>		_/_/_/___	
<b>Roof</b>				
<ul style="list-style-type: none"> <li>moss, mould and lichen</li> </ul>	<ul style="list-style-type: none"> <li>- can be damaging to all surfaces</li> <li>- inspect annually</li> <li>- treat when you notice regrowth</li> <li>- mostly around every 2 years</li> </ul>	<b>Roof Treatment</b> <b>Best Property Maintenance Services</b> <b>09 537 4320</b>	_/_/_/___	
<b>GUTTERS &amp; DOWNPIPES</b>				
<ul style="list-style-type: none"> <li>blocked gutters</li> <li>broken or loose gutters or downpipes</li> </ul>	<ul style="list-style-type: none"> <li>- some insurance companies suggest that gutters are cleared at least annually</li> <li>- repair faults found</li> </ul>	<b>Gutter Clean</b> <b>Best Property Maintenance Services</b> <b>09 537 4320</b>	_/_/_/___	
<b>CHIMNEY/FLUES</b>				
<ul style="list-style-type: none"> <li>build-up of soot</li> <li>corrosion of flue/cowl/fixings</li> <li>loose fixings</li> </ul>	<ul style="list-style-type: none"> <li>- unclean chimneys or flues can be a fire hazard</li> <li>- inspect and clean annually or more regular if you notice a build up</li> </ul>		_/_/_/___	
<b>WALL EXTERIOR CLADDING</b>				
<ul style="list-style-type: none"> <li>cracked/flaking/chalking paint</li> <li>loss of gloss exterior layer</li> <li>moss/lichen</li> <li>corrosion of flashings</li> <li>split/cupped/rotten weatherboards</li> <li>missing or loose sealant</li> </ul>	<ul style="list-style-type: none"> <li>- some paint or product warranties require an annual wash of the exterior</li> <li>- mould looks like dirt but is more damaging than dirt</li> <li>- inspect and soft wash walls, annually or more frequently in sea spray areas</li> </ul>	<b>House/Building Wash</b> <b>Best Property Maintenance Services</b> <b>09 537 4320</b>	_/_/_/___	
<b>OPEN TIMBER DECKS</b>				
<ul style="list-style-type: none"> <li>moss build-up on decking</li> <li>loose balustrades/posts</li> <li>corroded/missing fixings/lifting nails or screws</li> </ul>	<ul style="list-style-type: none"> <li>- moss and mould can make outdoor surfaces slippery which can be a hazard</li> <li>- inspect and clean annually if required</li> <li>- attend to any repairs</li> </ul>	<b>Deck Wash</b> <b>Best Property Maintenance Services</b> <b>09 537 4320</b>	_/_/_/___	

CHECK (Obtained from BRANZ Maintaining my Home guide)	DO WHAT, WHY OR WHEN	BY WHO	DATE CHECKED	NOTES/REPAIRS REQUIRED
<b>ENCLOSED BALCONIES/ WATERPROOF DECKS</b>				
<ul style="list-style-type: none"> <li>• blocked outlets</li> <li>• evidence of water ingress</li> <li>• water ponding</li> <li>• decking membrane deterioration</li> </ul>	<ul style="list-style-type: none"> <li>- inspect and clear blockages</li> <li>- wash</li> </ul>		___/___/___	
<b>DOORS / WINDOWS</b>				
<ul style="list-style-type: none"> <li>• cracked/damaged putty – wooden joinery.</li> <li>• cracked/broken glass.</li> <li>• cracked/flaking/chalking paint.</li> <li>• corroded/raised/short flashings.</li> <li>• corroded/stiff hinges/hardware.</li> <li>• gaps around window seals or sashes</li> <li>• opened joints/miters</li> </ul>	<ul style="list-style-type: none"> <li>- inspect and wash windows at least annually or more regularly in sea spray areas</li> </ul>	<b>Window Cleaning</b> <b>Best Property</b> <b>Maintenance Services</b> <b>09 537 4320</b>	___/___/___	
<b>SEPTIC TANK/AERATED WASTEWATER TREATMENT SYSTEM</b>				
<ul style="list-style-type: none"> <li>• pumps</li> <li>• soakage areas</li> </ul>	<ul style="list-style-type: none"> <li>- clean filters</li> <li>- specialist service maybe required</li> </ul>		___/___/___	
<b>PATHS / PATIOS / DRIVEWAYS</b>				
<ul style="list-style-type: none"> <li>• check for slippery surfaces</li> <li>• check areas lifting from tree roots</li> </ul>	<ul style="list-style-type: none"> <li>- check annually</li> <li>- wash any slippery areas and treat with an inhibitor</li> <li>- address anything lifting to ensure movement does not continue</li> <li>- specialist service maybe required</li> </ul>	<b>Exterior Surfaces Wash or Treat</b> <b>Best Property</b> <b>Maintenance Services</b> <b>09 537 4320</b>	___/___/___	
<b>FENCES / RETAINING WALLS</b>				
<ul style="list-style-type: none"> <li>• check for movement, loose nails, or fixings</li> <li>• is it starting to lean?</li> </ul>	<ul style="list-style-type: none"> <li>- check annually.</li> <li>- can be washed and/or treated</li> <li>- repair any faults found</li> <li>- specialist service maybe required</li> </ul>	<b>Fence Wash</b> <b>Best Property</b> <b>Maintenance Services</b> <b>09 537 4320</b>	___/___/___	

Full maintenance of an exterior of a property is not limited to only the items listed above and we do suggest that you consult with specialists or manufacturers of products supplied on your property. It is not intended to be a comprehensive list just a guide to get you started. For further information refer to BRANZ [www.maintainingmyhome.org.nz](http://www.maintainingmyhome.org.nz) and further resources and maintenance information is available at [www.branz.co.nz](http://www.branz.co.nz).

**Want to get someone to do this for you? – Call BEST PROPERTY MAINTENANCE SERVICES LTD 09 537 4320 [www.bestpropertyservices.co.nz](http://www.bestpropertyservices.co.nz)**