



*"Your Local Agent"*

## ROUTINE INSPECTION GUIDE

In order for us to adequately check the premises for maintenance during inspections it is imperative that the property be presented in a clean and tidy manner. We suggest you follow this Routine Inspection Guide in preparation of your next inspection.

### Outside

*	Item	Completion
*	Lawns to be mowed	
*	Weeds to be removed from lawn and garden beds	
*	Verandah/Patio, Garage/Carport, Driveway & Paving to be swept	
*	Weeds to be removed from paving	
*	Cobwebs to be removed from eaves, carports and sheds	
*	Where pets are kept on the property, all animal droppings to be removed	

### Inside

*	Item	Completion
*	Carpets to be vacuumed	
*	All hard floors to be washed	
*	Bathroom floor, vanity, basin, bath and shower to be cleaned	
*	Bathroom glass to be cleaned (shower screens, mirrors etc)	
*	Toilet (including the seat and pedestal) should be cleaned	
*	Windows to be cleaned (both inside and out) Flyscreens to be brushed	
*	Dust window runners, sills, tracks and skirting boards	
*	Oven, shelves, grill, drip trays and hot plates to be cleaned. Oven surround and control panel also to be cleaned	
*	Exhaust fan covers to be cleaned	
*	All kitchen bench tops and cupboard doors to be cleaned	
*	Kitchen and Laundry sinks to be cleaned	
*	Light fittings to be dusted with insect spots washed off if necessary	
*	Ceiling fan blades to be cleaned (if applicable)	
*	Hand marks to be removed from walls, doors and around light switches	