

## PROPERTY BUDGET CHECKLIST

<b>Exterior of building</b>		
	<b>Budget Needed (Y/N)</b>	<b>Costing Required (Y/N)</b>
Paint refresh		
Repaint / Change colour scheme		
Timber health – fascias, eaves, veranda posts		
Gutter cleaning		
Gutter health / leaks		
Peeling paint		
Window cleaning		
Paint or cleaning of amenities (outbuildings, tanks)		
Entry and directional signage (is it up to date and in keeping with brand perception?)		
<b>Interior of Building</b>		
Paint refresh – marked walls?		
Repaint		
Peeling paint		
Colour scheme update		
<b>Minor repairs</b>		
Replace rotting timber		
Rust removal / reduction		
Fix safety hazards		
General repairs budget		
Replace corroded gutters, downpipes		
<b>Entry and Parking</b>		
Signage		
Landscaping		
Car park marking and traffic management		
Paving		
Repairs (tripping hazards?)		
<b>Building Surrounds/Grounds</b>		
Regular Sweep / Litter collection		
Regular mowing / edging		
Weed control		
Irrigation repairs or upgrades		
Irrigation maintenance		
Water saving review		
Landscape upgrade or management		
Garden refresh		
Removal of debris/dead plants		
Garden health check		
<b>Safety</b>		
Review of chemicals on site		
Site induction and JSA processes		
Subcontractor induction and compliance process		
Playground Audits		