

## Routine Inspection Checklist

Please find the checklist below to assist you in preparing your rental property for your upcoming routine inspection.

<b>OUTSIDE</b>	
<b>Item:</b>	<b>Completed</b>
Lawns to be mowed and edges trimmed.	
Weeds to be removed from lawn and garden beds.	
Verandas/patio, garage/carport, driveway and paving to be swept.	
Any oil stains to be removed.	
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.	
No rubbish to be left on the premises.	
<b>INSIDE</b>	
<b>Item:</b>	<b>Completed</b>
All hard floors to be washed.	
Bathroom floors, shower and tiled areas to be scrubbed. Grout to be clean.	
Bathroom glass to be cleaned (shower screens, mirrors, etc.)	
Toilet (including the seat and pedestal) should be thoroughly cleaned.	
Windows to be cleaned (both inside and out). Flyscreens to be brushed.	
Window runners to be vacuumed, sills, tracks and skirting boards to be dusted.	
Oven, shelves, grill, drip trays and hot plates to be cleaned.	
Oven surrounds and control panel also to be cleaned.	
Exhaust fan covers to be cleaned.	
All kitchen bench tops and cupboard doors to be cleaned.	
All cupboards to be cleaned both inside and outside surfaces.	
Kitchen and laundry sinks to be cleaned.	
Light fittings to be cleaned, 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.	

