



Gutter cleaning

The annual job that saves roofs.

Hand this to your contractor before work begins. It sets the scope and records what was found, so a routine clean does two jobs: it clears the gutters, and it tells you what the roof is about to cost you.

PROPERTY AND ENGAGEMENT

Corporation or scheme

Property address

Contact on site

Contractor or business

Licence or registration no.

Date of works

SCOPE OF WORKS

- ☐ Clear all gutters and box gutters of **leaves, silt and debris**.
Remove waste from site. Do not flush debris into downpipes or stormwater.
- ☐ Clear and flush all downpipes; confirm **free flow to the stormwater point**.
Note any downpipe that will not clear rather than leaving it.
- ☐ Clear valleys, roof gullies and any leaf guards or gutter mesh.
- ☐ Check and clear rainheads, sumps and overflow outlets where fitted.
- ☐ **Flush-test** the gutters with water and observe fall and overflow behaviour.
This is the step that finds what a visual check misses.
- ☐ Leave gutters, roof and grounds clean; remove all waste from site.

BEFORE WORK STARTS

Confirm insurance and competence **before anyone goes up a ladder.**

Public liability cover, workers compensation where they have employees, and a safe work method statement for roof access. Working at height is governed by the work health and safety law in your state or territory.

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CONDITION REPORT: WHAT THE CONTRACTOR FOUND

Tick anything observed and describe it below. This is the section that turns a clean into an early warning.

- ☐ Rust, holes or failed sections of guttering.
- ☐ Sagging gutter, incorrect fall or ponding water.
- ☐ Separated, loose or leaking joints.
- ☐ Damaged, blocked or disconnected downpipes.
- ☐ Loose, cracked or slipped roof tiles or sheets.
- ☐ Deteriorated flashings, valleys or pointing.
- ☐ Rotten or damaged fascia, barge or eaves lining.
- ☐ Overhanging vegetation, or vermin and nesting activity.
- ☐ Signs of water entry into the building or ceiling space.

NOTES AND RECOMMENDATIONS

FOLLOW-UP REQUIRED

Urgent, and why

Within 12 months

Quote to be provided by

Next clean recommended

SIGN-OFF

Contractor name

Signature

Date completed

Received by (corporation)

How often. Once a year suits most buildings; twice a year under gums or deciduous trees, and for box gutters, internal gutters and low-fall roofs. Not a building or roof inspection, and no substitute for a licensed roof plumber.

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