



# Property observations

*Walk the site once a year. Write down what you see.*

Walk the property with this in hand and record the condition of each item. Skip anything that does not apply. The point is not a perfect survey: it is a dated record that lets the corporation set priorities and budget for them before a problem becomes an emergency.

## THE WALK-ROUND

Corporation or scheme

Property address

Walked by

Date

Weather / conditions

## ROOF AND RAINWATER

- ☐ Roof covering: **missing, cracked or slipped** tiles or sheets, visible rust.
- ☐ Gutters, downpipes and valleys clear and draining freely.
- ☐ Fascia, barge boards and eaves lining sound, not rotting.
- ☐ Flashings, ridge capping and pointing intact.
- ☐ Stormwater discharging away from the building, not ponding against it.

## STRUCTURE AND EXTERNAL FABRIC

- ☐ Walls: cracking, movement, damp staining, rising damp.  
Photograph any crack and note its width. A crack that is growing matters more than a wide one that is not.
- ☐ Paint and render: peeling, blistering, chalking, exposed substrate.
- ☐ Balconies and balustrades: fixings, waterproofing, drainage, handrail height.

## PHOTOGRAPH AS YOU GO

A dated photograph is worth **more than a tidy description.**

It settles arguments about whether something has moved since last year, and it is the evidence an insurer, a builder or a tribunal will ask for. Take one of every item you tick.

## OPENINGS, GROUNDS, ACCESS AND SERVICES

- ☐ Windows and doors: seals, sills, hardware, corrosion, glazing.
- ☐ Carports, garages and store rooms: rust, roof sheets, unauthorised storage.
- ☐ Paths, driveways and steps: trip hazards, cracking, tree root damage.
- ☐ Retaining walls and fences: lean, cracking, rot, loose palings.
- ☐ Lighting: failed lamps, exposed wiring, dark corners on access routes.
- ☐ Gardens and trees: overhanging limbs, roots near pipes or slabs, dead growth.
- ☐ Bin store, letterboxes and signage: condition, legibility, security.
- ☐ Shared plumbing and hot water: leaks, corrosion, service tags current.
- ☐ Common electrical: switchboard condition, safety switches, exposed cabling.
- ☐ Termite evidence: mud leads, damaged timber, previous treatment still current.

## SAFETY AND COMPLIANCE

- ☐ Fire equipment serviced and tagged; exits clear and unobstructed.
- ☐ Handrails and balustrades secure; pool or spa fencing compliant if present.
- ☐ Asbestos register current, if the building is of an age to need one.
- ☐ Anything creating an immediate hazard to a resident or visitor.  
If you tick this, it goes on the urgent list below, not into next year's budget.

## NOTES

## PRIORITIES OUT OF THIS WALK-ROUND

Urgent, and why

This financial year

Next three to five years

Quotes to obtain by

To be tabled at

**What happens next.** Take the priorities to the committee or the next general meeting with an idea of how each item will be funded, from the administrative fund, the sinking or capital works fund, or a special levy. A walk-round that produces a list and no funding decision produces nothing. This is a practical oversight tool, not a building inspection, and it does not replace a report from a qualified building consultant.