

# INSPECTION & MAINTENANCE SCHEDULE 2024

Throughout the year, our maintenance team conducts routine inspections and perform preventive tasks around the property. While some may cause minor inconveniences, they play an important role in keeping our community safe and in excellent condition. [Here's an overview of the planned tasks for the year.](#)

MAINTENANCE TASK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Air Conditioner Filter Clean	x											
Annual Carpet and Upholstery Steam Clean		x										
Emergency and Exit Light Test				x						x		
Fire Door Inspection				x								
Pest Control Treatment					x							
Rangehood Filter Clean	x											
Routine Inspection				x					x			
Smoke Detector and Speaker Test				x						x		
Switchboard Test				x						x		
Window and Facade Clean					x						x	

Unsure what these maintenance tasks are? Have a read through our handy [glossary](#) below.



Have any questions?  
See us at the Front Desk for a chat!

**IGLU MASCOT**  
mascot.myiglu.com.au

# INSPECTION & MAINTENANCE GLOSSARY

This glossary contains the full list of tasks conducted annually across all Iglu buildings. Please refer to your building's schedule for the tasks that will apply.

Maintenance Task	What's being done?	Where?	Why?	How long will it take?
Air Conditioner / Rangehood Filter Clean	Removing dirt, dust and grime from your rangehood and air conditioner.	In room	To ensure healthier, cleaner air within your apartment and helps to extend the lifespan of the equipment.	15 minutes
Annual Carpet and Upholstery Steam Clean	Steam cleaning of carpeted areas and furniture within your room and share apartment common areas.	In room	To preserve the appearance and cleanliness of your apartment by removing dirt, dust, bacteria, and other contaminants that can build up over time.	30 minutes
Emergency and Exit Light Test	Visual inspection of the exit and emergency lights, in accordance with Australian legislation.	Building common areas	To ensure exit and emergency lights can provide lighting to safely exit the building when normal lighting has failed due to a power loss.	10 minutes
Fire Blanket Inspection	Visual inspection of the fire blanket, in accordance with Australian legislation.	In room	To ensure that the fire blanket in your room are functioning properly and can be relied upon in case of a fire emergency.	5 minutes
Fire Damper Test	An external technician will manually release the fire damper and visually check the integrity of the mechanism.	In room and building common areas	Fire dampers within the ventilation system are inspected and drop tested annually to ensure ongoing integrity of the passive fire precautions of the building.	20 minutes
Fire Door Inspection	Visual inspection of the fire doors, in accordance with Australian legislation.	In room and building common areas	Fire doors are designed to contain fire and smoke within specific areas to enable protected routes of escape. Inspections are essential to ensure their proper functioning during a fire emergency.	10 minutes
Pest Control Treatment	Visual inspection and installation of baits to prevent rodent and pest activity.	In room	Pest control helps to maintain a clean and hygienic living environment.	10 minutes

Maintenance Task	What's being done?	Where?	Why?	How long will it take?
Routine Inspection	Visual inspection of your room.	In room	To ensure the room is well cared for by the resident and to check for any repair, maintenance or health and safety issues that require attention.	15 minutes
Smoke Detector and Speaker Test	Visual and hearing inspection to test the function of your fire speaker and smoke detector system, in accordance with Australian legislation.	In room	Fire alarm systems may experience wear or malfunctions over time. This test identifies and addresses any issues to ensure ongoing reliability.	15 minutes
Switchboard Test	Thermal imaging, RCD testing, and electrical safety testing, in accordance with Australian legislation.	In room	Regular testing of switchboards is crucial to ensure their proper functioning, prevent electrical faults, and maintain a safe electrical environment.	15 minutes
Thermostatic Mix Valve Test	Take a thermal reading of the hot water temperature in your bathroom.	In room	A thermostatic mixing valve (TMV) device blends hot and cold water to ensure that the water supplied to your bathroom is constant and safe. The test ensures the proper functioning and accuracy of these devices, helping to avoid the risk of injury from hot water exposure.	15 minutes
Window and Facade Clean	External cleaning of the building's windows and screens.	External building	Window cleaning improves aesthetics, lets in natural light and helps to extend the life of your windows.	--

All times are approximate and do not account for any delays.



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