

Body Corporate Maintenance Checklist

(QLD Template)

A simple tool to help owners raise maintenance issues clearly and consistently

Purpose

This checklist is provided to assist body corporates in identifying and prioritising maintenance and repair items for the upcoming year's budget and works planning. It forms part of a more structured and transparent approach to maintenance planning, helping ensure all lot owners can raise concerns before the next budget is prepared.

Lot owners are encouraged to report any issues relating to:

- their lot (where relevant to potential building or common property impacts), and
- common property and Body Corporate responsibilities.

This process is designed to support fair and considered decision-making. We encourage all owners to take part, as it assists the committee in prioritising works appropriately across the scheme.

The Body Corporate may also undertake inspections of relevant areas, where necessary, in accordance with Queensland legislation, including the [Body Corporate and Community Management Act 1997 \(Qld\)](#)

Lot Details

- Complex name & lot number: _____
- Owner name: _____
- Contact email / phone: _____
- Date submitted: _____

1: Internal lot issues (owner observations)

(Note: Internal maintenance is generally the owner's responsibility. However, please report issues that may relate to building defects, waterproofing, or common property.)

Please tick and provide details where applicable:

- ☐ Water ingress (walls, ceilings, windows, doors)
- ☐ Damp, mould, or musty odours
- ☐ Cracks in internal walls or ceilings
- ☐ Door/window sealing issues allowing water entry
- ☐ Plumbing issues that may relate to shared infrastructure
- ☐ Other concerns impacting structural integrity or common property

Details (location, severity, when first noticed):

2: Balconies / courtyards / external areas attached to the lot

- ☐ Cracked or loose tiles
- ☐ Deteriorated or missing grout
- ☐ Signs of water pooling or poor drainage
- ☐ Evidence of waterproofing failure
- ☐ Rust, corrosion, or deterioration of railings
- ☐ Other concerns

Details:

3: Common property (body corporate responsibility)

- ☐ External walls (cracks, rendering issues, paint deterioration)
- ☐ Roof (leaks, visible damage)
- ☐ Gutters and downpipes (blockages, overflow)
- ☐ Pathways, driveways, and paving (cracks, lifting, safety hazards)
- ☐ Drainage issues (ponding water, runoff concerns)
- ☐ Fencing or boundary structures
- ☐ Lighting (faulty or inadequate common area lighting)
- ☐ Gardens or trees requiring attention (including potential hazards)
- ☐ Structural concerns (movement, subsidence indicators)
- ☐ Other

Details (please include the exact location):

4: Safety & urgent issues

Please identify any issues that may present an immediate risk:

- ☐ Trip hazards
- ☐ Electrical concerns
- ☐ Significant water leaks
- ☐ Structural risks
- ☐ Other urgent safety issues

Details:

5: Owner comments / suggestions

(Optional – for maintenance improvements or future planning ideas)

6: Supporting information

Please attach where possible:

- Photos of the issue(s)
- Dates or history of previous repairs
- Any contractor reports (if available)

Important notes

- This checklist is for reporting and planning purposes only.
- Submission does not guarantee that works will be approved or undertaken.
- The Body Corporate will assess all items and prioritise based on urgency, responsibility, and available budget.
- Urgent issues should be reported immediately to the Body Corporate Manager and/or Committee and not held over for this annual process.

Submission details

Please return this checklist by (date): _____

Submit via:

Body Corporate Secretary (name and email): _____

or

Body Corporate Manager (name and email): _____

Created by Jocelyn Magazine as part of a practical guide to body corporate living in Queensland.