

| No. | Description | Maintenance Frequency | | | | | | |
|-----|--|-----------------------|---|---|----|----|---|----|
| | | D | W | M | 3M | 6M | Y | 2Y |
| 1.0 | ROOFING | | | | | | | |
| | a. Inspect integrity of roof structures and repair if necessary. | | | | | | ✓ | |
| | b. Inspect roof finishes for defects, cracks and leaks. Repair or replace if necessary. | | | | | ✓ | | |
| | c. Inspect water proof and vapour barrier for leaks and tear. Repair or replace if necessary. | | | | | ✓ | | |
| 2.0 | d. Inspect the concrete flat roof to detect any deformities, delaminations and cracks. | | | | | | ✓ | |
| | RAINWATER GOODS (INCLUSIVE OF GUTTER) | | | | | | | |
| | a. Inspect integrity of members including hangers and brackets. Repair or replace if necessary. | | | | | ✓ | | |
| | b. Inspect rainwater goods for leakage and repair or replace if necessary. | | | | | ✓ | | |
| 3.0 | c. Inspect for blockage. Repair or replace if necessary. | | | | | ✓ | | |
| | d. Inspect the concrete gutter to detect any deformities, delaminations and cracks and current status of screedings. | | | | | | ✓ | |
| | CEILING | | | | | | | |
| | a. Inspect ceiling structures. Repair or replace if necessary. | | | | ✓ | | | |
| | b. Inspect ceiling finishes inclusive of cornices, etc and repair or replace if necessary. | | | | | ✓ | | |
| | c. Inspect ceiling boards. Repair or replace if necessary. | | | ✓ | | | | |

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| | d. Inspect for hangers and fixtures to soffit of slab. | | | | | | ✓ | |
| 4.0 | WALLS | | | | | | | |
| 4.1 | Brick Wall (Including Tiled Wall) | | | | | | | |
| | a. Inspect for cracks and deflection. Repair or replace if necessary. | | | | | ✓ | | |
| | b. Inspect for defective finishes. Repair or replace if necessary. | | | ✓ | | | | |
| 4.2 | Curtain Wall, Windows and Glazing | | | | | | | |
| | a. Inspect for cracks and replace defective glass panels if necessary. | | | | ✓ | | | |
| | b. Inspect for leakage and repair or replace gasket / adhesives if necessary. | | | | ✓ | | | |
| | c. Inspect accessories and fixtures and repair or replace if necessary. | | | | ✓ | | | |
| | d. Inspect for corrosion and repair if necessary. | | | | | ✓ | | |
| 5.0 | FLOOR | | | | | | | |
| | a. Inspect for cracks and repair if necessary. | | | | ✓ | | | |
| | b. Inspect for defective finishes and repair or replace if necessary. | | | | ✓ | | | |
| | c. Inspect for leakages and repair immediately if necessary. | | | ✓ | | | | |
| | d. Inspect for settlement, deflection and repair if necessary. | | | | ✓ | | | |
| 6.0 | INTERNAL PARTITION | | | | | | | |
| | a. Inspect integrity of members and carry out repair work if necessary. | | | | ✓ | | | |

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| 7.0 | b. Inspect accessories, fixtures and finishes and repair or replace if necessary. | | | | ✓ | | | |
| | DOOR (Including Fire Rated Door) | | | | | | | |
| | a. Inspect integrity of members and carry out remedial work or replace door if necessary. | | | | | | ✓ | |
| | b. Inspect accessories and fixtures and repair or replace if necessary. | | | | ✓ | | | |
| 8.0 | c. Maintain door finishes in a good condition. Varnish and painting if necessary. | | | | ✓ | | | |
| | d. Inspect the alignment of door frame. (Misalignment may be due to settlement or movement of the structures). | | | | | | ✓ | |
| | BUILT IN FURNITURE | | | | | | | |
| | a. Inspect integrity of members, accessories and fixtures and carry out repair work if necessary. | | | | | ✓ | | |
| | b. Maintain accessories, fixtures and finishes in good condition. | | | | ✓ | | | |
| | c. Inspect for termite attack and give treatment if necessary. | | | | ✓ | | | |
| 9.0 | d. Inspect for borers, beetles attack and give treatment if necessary. | | | | ✓ | | | |
| | e. Inspect for fungus attack and give treatment if necessary. | | | | ✓ | | | |
| | HANDRAIL AND GRILLE | | | | | | | |
| | a. Inspect for defective finishes and repair or replace if necessary. | | | | | | ✓ | |
| | b. Inspect for corrosion and repair or replace if necessary. | | | | | ✓ | | |

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| 10.0 | c. Inspect for support of handrail and grille especially at higher stories. | | | | | | ✓ | |
| | PLUMBING AND SANITARY SYSTEM | | | | | | | |
| | a. Inspect domestic water pump and its related components. Adjust, repair and replace if necessary. | | | ✓ | | | | |
| | b. Inspect sump pump and its related components. Adjust, repair and replace if necessary. | | | ✓ | | | | |
| | c. Inspect floor trap for blockage and repair or replace if necessary. | | ✓ | | | | | |
| | d. Inspect sanitary fittings such as taps, WC, flushing system, ball valve, wash basin and repair or replace when necessary. | ✓ | | | | | | |
| | e. Inspect piping for leakage and repair or replace if necessary. | | ✓ | | | | | |
| 11.0 | f. Inspect floor trap for blockage and repair or replace if necessary. | | ✓ | | | | | |
| | g. Inspect bottle trap and replace if necessary. | | | ✓ | | | | |
| | COLD WATER TANK | | | | | | | |
| | a. Inspect for integrity of structures and repair or replace if necessary. | | | | | | ✓ | |
| | b. Inspect for corrosion and repair or replace if necessary. | | | | | | ✓ | |
| | c. Inspect for sediment/sludge and scour if necessary. | | | | | | ✓ | |
| | d. Inspect for leakage and repair if necessary. | | | ✓ | | | | |
| e. Inspect water tank support (joist, l-beams, concrete beams) for structural integrity and cracks. | | | | | | ✓ | | |

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| | <p>f. Inspect for piping and accessories for leakage and repair if necessary</p> <p>(Piping line shall start from the local authority pipe tapping point, up to suction tank and all the distribution pipe line from the water tank)</p> | | ✓ | | | | | |
| 12.0 | SIGNAGES | | | | | | | |
| | a. Inspect all signages and repair or replace if necessary. | | | ✓ | | | | |
| 13.0 | PAINTING TOUCH-UP | | | | | | | |
| | a. Inspect painted surfaces for stains and defects and perform necessary touch – up painting to match existing if necessary (maximum area 10m ²). | | | | | ✓ | | |
| | Note : Repainting of the building is recommended every 5 years | | | | | | | |
| 14.0 | CARPET | | | | | | | |
| | a. Inspect surfaces for defects and replace if necessary. | | | | ✓ | | | |
| 15.0 | REINFORCED CONCRETE STRUCTURES | | | | | | | |
| | a. Inspect for active cracks and to do defect mapping. | | | | | | | ✓ |
| | b. Inspect for spalling of cover and carry out remedial work if necessary. | | | | | ✓ | | |
| | c. Inspect for corrosion of reinforcement and carry out remedial work if necessary. | | | | | | ✓ | |
| | d. Inspect for settlement and foundation failures and carry out remedial work if necessary. | | | | | | ✓ | |

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| 16.0 | TIMBER STRUCTURES / FINISHES (COLUMN, ROOF TRUSS, FLOOR FINISHES, ETC) | | | | | | | |
| | a. Inspect for termite attack and give treatment if necessary. | | | | ✓ | | | |
| | b. Inspect for fungus attack and give treatment if necessary. | | | | ✓ | | | |
| | c. Inspect for borers, beetles attack and give treatment if necessary. | | | | ✓ | | | |
| | d. Clean decorative and carving doors, wall fixtures, sculptures, etc. and if necessary apply shellac or touch-up. - internal - external (exposed surface) | | ✓ | ✓ | | | | |
| e. Repaint structural members. | | | | | | | ✓ | |
| 17.0 | STEEL STRUCTURES AND SPACE FRAME | | | | | | | |
| | a. Inspect for corrosion to members and welding joints. Carry out remedial work if necessary. | | | | ✓ | | | |
| | b. Inspect for missing, loose connection and joints. Carry out remedial work if necessary. | | | | ✓ | | | |
| | c. Repaint structural members. | | | | | | ✓ | |
| 18.0 | SEWER LINE AND MANHOLES | | | | | | | |
| | a. Inspect for blockages and remedy if necessary. | | ✓ | | | | | |
| | b. Inspect for missing or damage covers and replace or remedy if necessary. | | | ✓ | | | | |
| | c. Inspect for leakage and remedy if necessary. | | | ✓ | | | | |

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| 19.0 | SLOPES AND EARTH RETAINING WALL | | | | | | | |
| | a. Inspect all slopes for cracks, erosion and slips. Execute preventive measures or repair if necessary. | | | | ✓ | | | |
| | b. Inspect earth retaining structures for movement and crack. Execute preventive measures or repair if necessary. | | | | ✓ | | | |
| | c. Inspect weep holes and interceptor drain. Repair or replace if necessary. | | | ✓ | | | | |
| | d. Inspect for water seepage. Execute preventive measures or repair if necessary. | | | | ✓ | | | |
| 20.0 | ROAD, HARD STANDING AND ROAD FURNITURE | | | | | | | |
| | a. Inspect all bituminous / asphalt surface. Repair if necessary. | | | | | ✓ | | |
| | b. Inspect all road line, dividers and parking lots painting work. Repainting or repair if necessary. | | | | | | ✓ | |
| | c. Inspect all curb, gratings and scupper drains. Repair or replace if necessary. | | | | | ✓ | | |
| | d. Inspect all road furniture. Repair or replace if necessary. | | | | | ✓ | | |
| | e. Inspect interlocking tiles. Repair or replace if necessary. | | | | | ✓ | | |
| 21.0 | DRAIN SUMPS, GRATING AND CULVERT | | | | | | | |
| a. Inspect integrity of structures. Repair or replace if necessary. | | | | | | ✓ | | |

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| | b. Inspect flow condition. Clear blockages if necessary. c. Inspect for missing or damage gratings. Replace or repair if necessary. | | | ✓ | | | | |
| 22.0 | FENCING AND GATES | | | ✓ | | | | |
| | a. Inspect integrity of structures and cracks. Repair or replace if necessary. | | | | | ✓ | | |
| | b. Inspect finishes. Repair or replace if necessary. | | | | | ✓ | | |
| | c. Inspect for corrosion. Repair or replace if necessary. | | | | | ✓ | | |
| 23.0 | GREASE TRAP | | | | | | | |
| | a. Inspect grease trap. Remove and dispose grease if necessary. | | | ✓ | | | | |
| | b. Inspect the supply, discharge and vent piping to the trap. Repair or replace if necessary. | | | ✓ | | | | |
| | c. Inspect the condition of perforated basket, etc. Repair or replace if necessary. | | | ✓ | | | | |