

3-6 Months Routine Maintenance Check List

Date: _____

Inspected by: _____

Item: _____

Detail	Basic Instruction	Actioned		N/A	Comments
		Yes	No		
Check all posts for damage	Any damage, especially from strimmer's, should be reported to Schoolscapes and treated immediately				
Check structural integrity	Push and pull the supporting post to judge structural integrity				
Check timber surfaces	Use brushes, soap and water or jet wash on a low setting (testing area first)				
Check all fixings - remove caps and inspect, tighten fixings if required	See manual for process				
Replace damaged fixings and missing caps	See manual for process				
Ropes - full inspection of wear, remove caps and tighten fixings as required	See manual for process Reports excessive wear				
Moving parts - inspect all moving parts, tighten any loose fixings and lubricate	See manual for process				
Surface - remove all weeds by hand or treat with domestic weed killer	See manual for process				
Surface clean - remove all rubbish, sweep surface and wash down	See manual for process				
Metal work - inspect for scratches or rust, apply touch up paint to any damage	See manual for process				