Appendix A: Inspection and Maintenance Checklist

As the property owner, it is your responsibility to help minimise damage to your property during a cyclone by inspecting your property **annually, before the cyclone season and after a cyclone**. If you have any doubts about the condition of your property, contact a qualified building practitioner to have your property professionally inspected.

The following is a list of items on your property that should be checked regularly and repaired or replaced as necessary.

Roofs	**Completed ✓**
Sheet metal roofing and fasteners are in good condition.	
Roof tiles are in good condition i.e. not broken, dislodged or missing. Mortar between tiles is in good condition i.e. not missing or broken, especially at ridges and hips or along the edges of the roof. Tile tie down clips are not missing.	
Roof sarking membrane is in good condition.	
There are no signs of corrosion in any metal components including nails and screws.	
There are no signs of rot or termite activity in any timber components.	
All connections are tight.	
Gaps and/or cracks around the dryer, bathroom and range hood vents have been sealed.	
If a building professional has not recently checked your roof, engage one to check that:	
Battens are securely fixed to the rafters or trusses with connections that are appropriate for the wind classification of your property.	
Connectors holding down the trusses/rafters to the walls are the appropriate size and in good condition.	

Doors and windows	**Completed ✓**
Window and door seals are in good condition.	
Any gaps around windows or door frames have been sealed.	
If a building professional has not recently checked your doors and windows, engage one to check that:	
Entry doors have locks and hinges to resist the wind pressure.	
Sliding glass doors and windows are correctly rated for the wind classification or pressure at your particular location.	
Window and door frames are securely fixed to the building structure.	

Garage doors	Completed ✓
The garage door complies with AS/NZS 4505 and is correctly rated to resist wind pressure or has a bracing system that can be installed as part of the preparation for an approaching cyclone.	

Other items on your property	Completed ✓
Freestanding carports, pergolas and patios are in good condition and well secured to the ground.	
Carports, verandahs or patios attached to buildings are in good condition and are well secured to the building and to the ground.	
The pool fence is securely attached to the ground and/or wall.	
Roof attachments such as air conditioning compressor units, satellite dish antennas, outdoor hot water tanks, hot water or solar panels are securely fastened to structural roof members and there are no signs of deterioration.	
Sheds have appropriate anchorage to the ground.	
The fence is in good condition i.e. there is no corrosion in metal, rot in timber, and no loose fasteners, etc.	
If a building professional has not recently checked the following items, engage one to check that:	
Carports, verandahs or patios attached to buildings are strong enough to carry wind loads to the ground without endangering your buildings.	
All roof attachments are secured to the roof structure (not the roof cladding only).	

Additional recommended actions for properties in storm-tide prone areas	Completed ✓
Consider replacing carpet or timber flooring in ground level storeys with tiles.	
Consider relocating circuit breakers, electrical junction boxes, air conditioners, and power points to well above storm tide level.	
Use corrosion resistant connections such as stainless-steel fittings and connections. Any existing galvanised connections that have changed colour to red or brown need to be replaced.	
Consider replacing less resilient materials below the storm tide level with more resilient materials that can cope with flooding and wave action.	
Protect the edge of concrete slabs and posts to prevent erosion. This can be achieved by placing extra concrete in critical locations. (In some cases, this can be achieved using grout injection by suitably qualified professionals i.e. geotechnical engineer.)	