

Apartment Maintenance Calendar

PROPERTY SERVICES -

A frequency-based maintenance routine for apartment units and blocks — organised by how often each task should happen, not by calendar month, so it works whatever time of year you start.

Property managers can assign these tasks to a caretaker or maintenance contractor and tick them off as each cycle is completed.

MONTHLY Tasks — Every Month

- ☐ Test smoke detectors and check fire extinguisher pressure gauges
- ☐ Inspect common area lighting and replace faulty bulbs
- ☐ Check for leaks under kitchen and bathroom sinks
- ☐ Clear balcony and common area drains of debris
- ☐ Inspect lift/elevator operation (if applicable)

QUARTERLY Tasks — Every 3 Months

- ☐ Service air conditioning units and clean filters
- ☐ Inspect and clean gutters and downpipes
- ☐ Test water pumps and booster systems under load
- ☐ Check door and window seals for wear
- ☐ Inspect fire escape routes and signage

BI-ANNUAL Tasks — Every 6 Months

- ☐ Deep-clean water storage tanks
- ☐ Inspect roof and waterproofing membranes ahead of the rainy season

- ☐ Service generator and backup power systems
- ☐ Check external paintwork for early signs of peeling or damage
- ☐ Test all common area electrical distribution boards

ANNUAL Tasks — Once a Year

- ☐ Full structural inspection of the building envelope
- ☐ Repaint exterior surfaces where inspection flags wear
- ☐ Renew fire extinguisher service certificates
- ☐ Review and update the building's emergency evacuation plan
- ☐ Full pest control treatment for common areas

TIP Print this calendar and pin it in the caretaker's office, or turn each frequency band into a recurring reminder in your property management software.

Need a professional hand?

Invesure Property Services handles inspections, repairs, renovation, painting, and construction for homes, commercial buildings, and institutions across Kenya.

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