

Preventive Maintenance Planner

A simple log for tracking recurring maintenance tasks across your property — what needs doing, how often, who's responsible, and what it costs.

Fill in the example rows with your own tasks, or use the pre-filled examples as a starting point. Update the Last Done / Next Due columns each time a task is completed.

Task	Category	Frequency	Last Done	Next Due	Assigned To	Est. Cost (KES)
Service backup generator	Electrical	Bi-annual				
Clean water storage tanks	Plumbing	Bi-annual				
Test fire extinguishers	Fire Safety	Monthly				
Inspect roof & gutters	Roofing	Quarterly				
Repaint exterior surfaces	Painting	Annual				
Service HVAC / AC units	HVAC	Quarterly				

A How to Use This Planner

- ☐ List every recurring maintenance task your property needs, grouped by category
- ☐ Set a realistic frequency for each — monthly, quarterly, bi-annual, or annual
- ☐ Assign an owner (in-house caretaker, contractor, or specialist provider)
- ☐ Update Last Done and Next Due every time a task is completed
- ☐ Review the full planner quarterly to catch anything overdue

TIP Preventive maintenance typically costs a fraction of reactive repairs. Budgeting the Est. Cost column in advance makes it far easier to plan annual maintenance spend rather than being caught out by emergency repairs.

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

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