



## ANNUAL MAINTENANCE RECORD FORM

<b>Owner/person who carried out maintenance details:</b>			
<b>Owner(s) name:</b>			
<b>Address:</b>	Lot no (if known):	Street no (if known):	
	Street name:		
	Suburb:	Postcode:	
<b>Contact phone 1:</b>		<b>Contact phone 2:</b>	
<b>Email address:</b>			
<b>Maintenance carried out:</b>			
STEPS	COMPLETED	COMMENTS	
Step 1 – General clean with clean water (garden hose only)	YES / NO		
Step 2 – Removal of stubborn grime with a soft brush & warm soapy water	YES / NO		
Step 3 – Visual inspection	YES / NO		
Step 4 – Cracks repaired & overcoated	YES / NO		
<b>Date original render completed:</b>			
<b>Date maintenance completed:</b>			
<b>Next annual maintenance due:</b>			
Office use			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	

**Once completed please return this form to [maintenance@exteriorfinishes.com.au](mailto:maintenance@exteriorfinishes.com.au)**