

ANNUAL MAINTENANCE RECORD FORM

Owner/person who carried out maintenance details:			
Owner(s) name:			
Address:	Lot no (if known):	Street no (if known):	
	Street name:		
	Suburb:	Postcode:	
Contact phone 1:		Contact phone 2:	
Email address:			
Maintenance carried out:			
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		
Date original render completed:			
Date maintenance completed:			
Next annual maintenance due:			
Office use			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

Once completed please return this form to maintenance@basroc.com.au