



Building Exterior Wash & Gutter Cleaning Preventative Maintenance Check Sheet

Building: _____

Location: _____

Date: _____

Personal Hazard Assessment	
1. STOP AND LOOK Observe work area and surrounding	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. THINK THROUGH THE TASK Work scope/procedures/JSA understood and in use	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Correct Permit obtained and in use	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Correct PPE obtained and in use	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Correct Tools/Equipment available and in good order	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. IDENTIFY THE HAZARDS Hazard Identified:	4. CONTROL & COMMUNICATION Hazard control details:
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
5. DO THE TASK SAFELY Can the job be done safely? (If No, STOP and contact your Supervisor)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Good Condition (1)

Poor Condition (5)

Building / Roof Condition:	1	2	3	4	5
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Task Description: <u>Exterior Wash-down & Roof Treatment</u>		Annual / Bi-Annual	
		OK	Requires Action
1	Advise building / site occupants of intended works prior to commencement where possible		
2	Under take Personal Hazard Assessment and relevant Hazard Analysis for the programed works		
3	Set up equipment / machinery on site safely and with appropriate hazard identification signage		
4	Exterior clean using powered soft wash technique, from the outside of the gutters to the ground of all painted areas		
5	Spray moss and mould chemical treatment using powered soft wash technique on to the roofs		
5A	This procedure involves the application of a chemical that progressively kills the moss and mould spores. Over a period of time and weathering, all traces of moss and mould are removed from the roof. Where a roof has been treated for the first time, this procedure may take 9-12 months to come clean, thereafter an annual or bi-annual treatment will keep it clean		
5B	Whilst all care is taken it is necessary at times to avoid immediate areas surrounding any electrical equipment such as burglar alarms/security cameras/sensors and electricity intake		
6	On rural sites / buildings disconnect the downpipes or divert gutter deflectors from the water tanks whilst spraying the roof so not to cause contamination		
6A	Post roof treatment it is recommend that the tank remains disconnected for 2-3 strong rainfalls to allow the chemical residue to be washed off the roof		
7	Ensure site is left clean and tidy as found		

Good Condition (1)

Poor Condition (5)

Gutter Condition:	1	2	3	4	5
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Task Description: <u>Gutter Cleaning</u>		Annual	
		OK	Requires Action
1	Advise building / site occupants of intended works prior to commencement where possible		
2	Under take Personal Hazard Assessment and relevant Hazard Analysis for the programed works		
3	Set up equipment / machinery on site safely and with appropriate hazard identification signage		
3	Clear out all obstructions and leave gutters free flowing & clear of debris		
4	Remove from site all debris removed from gutters		
5	Ensure site is left clean and tidy as found		

General Comments:

Service Technician:

Date: