AssetProof ASSETPROOF AUDIT

MAINTENANCE SIGNOFF REGISTER

Maintenance & Signoff Register

The living record — every common-area task dated, signed and photo-evidenced when done. SAMPLE.

ESTATE
Sample Estate, Cape Town

USE
Ongoing — sign at each service

PAIRS WITH
The Estate Maintenance Manual

FORMAT
Also issued as editable Excel

AssetProof

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1 How to use it

Sign as you go — this is the proof of upkeep.

Each time a task is carried out, fill the **date done**, the **next due** date, and **who signed it off**, and attach a photo. Over time this builds an unbroken, time-stamped record of maintenance — the single most useful document if a defect or dispute ever arises, for either the developer or the body corporate.

2 Signoff register

FEATURE	CARE TASK	INTERVAL	DATE DONE	NEXT DUE	SIGNED BY
Pool safety fence	Inspect, treat rust, repaint	Every 3 years	_____	_____	_____
Swimming pool & pump	Service pump; reseal / replaster	Pump annual · surface 7–10 yrs	_____	_____	_____
Irrigation system	Test, clear heads, service controller	Quarterly	_____	_____	_____
Common-area lawn	Mow, feed, aerate	Mow weekly · feed seasonally	_____	_____	_____
Perimeter fencing	Inspect, treat, repaint	Every 4 years	_____	_____	_____
Automated gates	Service motors & beams; batteries	6-monthly	_____	_____	_____
Paving & walkways	Re-sand joints, seal, lift trip hazards	Every 2 years	_____	_____	_____
Exterior paint (clubhouse)	Wash & repaint	Every 6–8 years	_____	_____	_____
Roofs & gutters	Clear gutters; inspect waterproofing	Gutters annual · waterproof 5 yrs	_____	_____	_____
Common lighting & electrics	Test, replace fittings, CoC check	Annual	_____	_____	_____
Landscaping & trees	Prune, treat, mulch, replace	Seasonal	_____	_____	_____
Signage & gatehouse	Clean, repair, refinish	Every 3 years	_____	_____	_____

3 The Excel version is the working copy

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This PDF is the at-a-glance sample; the live register is issued as an **editable Excel** so signoffs, dates and photo references are captured digitally and never lost.

Sample maintenance signoff register for demonstration; estate and tasks are illustrative. Intervals are best-practice recommendations to read with manufacturers' instructions. Prepared by AssetProof.