

# Fact Sheet: Property Inspection Preparation

## This Fact Sheet contains four sections

1. Work with Enliven Housing to set up the appointment
2. Prepare for a Clean
3. Checklist for a clean
4. What happens after the Property Inspection?

## 1. Work with Enliven Housing to set up the appointment

When Enliven Housing ask you for a Property Inspection, please work with us to set a day and time, we would prefer you to be there. We will give you a minimum of fourteen days' notice. We can be flexible with time and days that suit you.

You do not have to be there yourself. You can grant us access or engage a formal or informal support to be there.

If you have any queries about your inspection, please call the office on 1300 ENLIVEN or 1300 365 483. We recommend you clean a few days before the inspection. You may need to instruct your support workers to do these tasks for you.

## 2. Prepare for a Clean

- Go through this list below with a support worker to ensure you both are confident all tasks can be completed.
- Book adequate time to do the clean with a support worker, it may be 2-3 hours work
- Have scourers, cloths, cleaning products, gloves and old rags if the support worker is not a cleaner with their own products
- Confirm the time with Enliven Housing by email or phone 1300 210 220 or by responding the email or text that was sent to you requesting the Property Inspection
- Book adequate time to do the clean with a support worker, it may be 2-3 hours work
- Have scourers, cloths, cleaning products, gloves and old rags if the support worker is not a cleaner with their own products

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## 3. Checklist for a clean

### Kitchen and living area

- Oven - including trays and racks
- Cooktop using the appropriate cleaner
- Range hood underside and lights and remove the filters clean them in dishwasher
- Clean and wipe inside all kitchen cupboards and cupboard doors inside and outside
- Dishwasher – clean the outside and clean and empty the filter inside.
- Sink including plugholes and mixer tap
- Benches and splash backs cleaned and free from grease
- Brush and wipe all vents to remove dust and fluff
- Vacuum cobwebs from cornices, ceilings, and walls
- Replace LED down-lights if they have failed

### Bathroom / toilet and laundry / wet areas

- Clean shower head and hose and taps with appropriate cleaner
- Clean Shower grates and drains – remove grate to clear any hair and soap trapped
- Clean wall tiles with attention to mildew on grout areas
- Clean basin, plug holes and wipe taps over
- Clean toilet bowl, seat (including under the seat) and the pushbutton plate
- Mop floors
- Clean mirror/s
- Wipe over laundry cupboards
- Wipe over the washer dryer with a damp cloth

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- Clean the door handles

## Balcony or Winter Garden or Enclosed Balcony

- Clean floor areas with appropriate cleaner and remove marks (Mop if tiled)

## Bedrooms

- Vacuum carpets or rugs
- Remove marks from walls
- Wipe skirting boards
- Wipe marks from doors and clean door handles
- Clean the mirrored wardrobe doors and wipe internal shelves and drawers

## Window and glass sliding doors

- Clean window-sills and tracks
- Clean glass with window cleaner
- Sliding door tracks need to be vacuumed and cleaned of dirt and leaves.
- Vacuum fly screens with the soft brush to remove dust and fluff

## 4. After the Property Inspection

We will send you a report.

If there is damage to the property, we will need to talk about how we can repair it and prevent it happening again.

If the property is unclean, we will work with you to locate support (formal or informal) to ensure the property is routinely cleaned.

If any part of the property is unsafe for you, we will work with you to make it safer.