

A Simple Pre-Christmas Checklist for Committees

- ☐ Roofs, gutters, drainage - serviced and cleared
- ☐ Lifts - service confirmed; after-hours call-out in place
- ☐ Lighting, handrails, treads - checked and safe
- ☐ Holiday waste plan - extra pickups arranged if needed
- ☐ Holiday access rules - message sent to residents
- ☐ Emergency contacts - one-page list updated and shared
- ☐ Insurance - current, with storm-season risks acknowledged
- ☐ Fire safety - maintenance up to date; records tidy
- ☐ Security - access credentials audited, cameras working
- ☐ Short-term letting - by-laws reinforced, reporting pathway clear

Print it, tick it, and you're done.

Note: This checklist provides general information for strata committees in NSW. It is not professional advice and does not replace the need for qualified assessments. Committees are encouraged to be proactive in observing and reporting issues to their strata manager, who can arrange engagement of licensed contractors, building consultants, or WH&S specialists where required. Always follow applicable laws, by-laws, and safety standards.