



Maintenance Schedule

Purpose

This factsheet explains what a Maintenance Schedule is and the basic information we are looking for.

What is a Maintenance Schedule?

A Maintenance Schedule is a short plan that explains how you will look after a building, equipment or other infrastructure (an asset). It talks about how you will keep the asset safe, working properly and in good condition over time.

You only need to provide a Maintenance Schedule to Aboriginal Investment NT if it is a requirement of your funding agreement.

Why a Maintenance Schedule is important

A Maintenance Schedule helps to:

- Ensure the safety of people using the asset
- Prevent costly repairs by catching problems early
- Show responsible management
- Make sure assets last longer and continue to serve their purpose.

What your Maintenance Schedule must include (Minimum Standards)

To meet our Minimum Standards, your Maintenance Schedule must include:

1. Asset description

- What is being maintained (for example, name of the building, equipment, vehicle, etc.).

2. Location

- The location of the asset or where it is kept.

3. Condition

- The current condition of the asset (for example, new, good, needs repair, worn).

4. Maintenance tasks

- What needs to be done to keep the asset in good condition.
- There can be more than one maintenance task per asset if required (see example table on page 3).

5. Maintenance frequency

- How often each task should be done (for example, weekly, monthly, yearly).

6. Responsible person/department

- Who is responsible for doing the maintenance tasks or organising the maintenance tasks.

7. Monitoring

- How you will check that the maintenance is done and recorded (for example, logbook, spreadsheet, inspection report etc.)

See example of a Maintenance Schedule on the following page.

Tips for grantees

- This is usually a short document, 1 to 2 pages long at most.
- It should clearly outline what needs to be done, who does it, and how often.
- It is usually easiest to create your maintenance schedule in Excel, Google Sheets or another simple spreadsheet format.

If you need help

Contact the **Grants Team** on 1800 943 039 before submitting your Maintenance Schedule.

Updated 12 March 2026

Example Maintenance Schedule

Asset description	Location / stored at	Condition	Maintenance tasks	Maintenance frequency	Responsible person / department	Monitoring
Toyota Hilux SR	20 Mitchell St Darwin 0800	New	Full service by certified mechanic	6 monthly or as advised by mechanic	General Manager / Driver	Service log
			Driver pre-trip checks (oil, lights, tyres, fluids)	Weekly	Driver	Vehicle checklist
Commercial refrigeration unit	20 Mitchell St Darwin 0800	Good	Clean condenser and check temperature	Monthly	Kitchen supervisor	Inspection checklist