

Create a task

Use the create a task button to create a new task

Commonview

Tasks & Costs

Cash & Contributions

Approvals

Building

U

Tasks & Costs

+ Create a task

☒ Costs spread over time ? ☐ Work tracker (actuals) ?

2025/26 (Approved) ⋮ 2026/27 (Approved) ⋮

Enclosure

Wall cladding

Masonry veneer cleaning

Draft

Masonry veneer joint inspection

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A side panel opens. Fill in the details and click the create button to create the task.

**Name**

Give the task a simple name that will help you locate it on your plan.
For example, 'Exterior building wash.'

Description (Optional)

Give the task a detailed description that will help others understand the scope. For example, 'Regular chemical washing of the outside of the building excluding the exterior boundary walls.'

Type

- ☒ Repair, maintenance or servicing
- ☐ End-of-life replacement

Budgeting**Frequency**

Not selected

The frequency that the
maintenance will take
place.

Next due

The year that the
maintenance is next
scheduled to take place.

Cost

The cost of maintenance.

- ☒ Cost at today's rates
- ☐ Cost as at next due date

Create

There are 3 types of tasks you can create. Go to the next page to find out more.

Revision #3

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