

Spring Facility Maintenance Checklist:

- Examine HVAC ducts for dust buildup
- Check garage doors, fencing, railings, and gates
- Inspect outdoor lighting
- Prep grounds and landscaping
- Mow and fertilize grass
- Pressure washing exterior of property
- Window cleaning inside and out
- Inspect sump pump(s)
- Find and eliminate any fire hazards
- Inspect electrical and alarm systems

Summer Facility Maintenance Checklist:

- Inspect parking lot, asphalt striping and signage
- Remove moss and debris from roof and check for damage
- Clear drains and gutters
- Refresh landscape and check irrigation systems
- Trash clean up and removal
- Graffiti removal if needed
- Inspect the windows and doors
- Check structures for rot, rust, and other damage
- Inspect the grounds for water run-off or erosion issues
- Waterproofing and caulking as needed
- Inspect and refresh exterior paint

NOTES: _____

