



Building Maintenance Checklist



Regular preventative maintenance during summer helps avoid costly repairs and ensures the safety and comfort of occupants. Here are some top summer maintenance tasks to address today:

<h2>Exterior</h2> <p>NOTES <i>Stay alert for bees and wasps nesting in structures or nearby landscape.</i></p>	<input type="checkbox"/> Regularly Water and Maintain Landscape	
	<input type="checkbox"/> Repair Cracks in Parking Lots and Sidewalks	
	<input type="checkbox"/> Monitor Irrigation Systems for Efficacy	
	<input type="checkbox"/> HVAC System Tune-Up	
	<input type="checkbox"/> Repaint or Refinish Facade	
<h2>Interior</h2> <p>NOTES <i>Use window coverings to improve energy efficiency.</i></p>	<input type="checkbox"/> Check Sensor Lights	
	<input type="checkbox"/> Check Water Heaters are Functioning Properly	
	<input type="checkbox"/> Inspect Outlet Usage to Prevent Overloads	
	<input type="checkbox"/> Ensure Air Vents are Clear of Obstructions	
<h2>Fire & Life Safety</h2>	<input type="checkbox"/> Test Smoke Detectors	<p>NOTES <i>Regular checks & inspections help prepare for annual fire marshal visits.</i></p>
	<input type="checkbox"/> Check Fire Extinguishers	
	<input type="checkbox"/> Test Emergency Light System	



Need an experienced team to handle building maintenance?

Schedule a year-round comprehensive maintenance plan with NAI Summit to keep your facility in top condition. **610-264-0200**

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