



Building Maintenance Checklist



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

<h2>Exterior</h2> <p>NOTES <i>Employ a reliable snow removal service.</i></p>	<input type="checkbox"/> Verify Backup Power Systems are Functioning
	<input type="checkbox"/> Clear Debris and Leaves from Drains and Gutters
	<input type="checkbox"/> Check and Repair Window Seals
	<input type="checkbox"/> Repair Cracks or Holes in Facade to Prevent Pests

<h2>Interior</h2> <p>NOTES <i>Improve indoor temperatures by servicing the HVAC unit.</i></p>	<input type="checkbox"/> Inspect Plumbing for Proper Insulation
	<input type="checkbox"/> Replace HVAC Filters
	<input type="checkbox"/> Adjust Timer Lights
	<input type="checkbox"/> Install Proper Floor Coverings to Prevent Slip Hazards

<h2>Fire & Life Safety</h2>	<input type="checkbox"/> Test Smoke Detectors	<p>NOTES <i>Monthly checks of all elements of a fire and life safety system are highly recommended!</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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