



# Building Maintenance Checklist



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

## Exterior

### NOTES

*Clear parking lot lines help with parking lot safety. Remember to re-stripe when needed.*

- ☐ Plan Landscape Changes for Next Year
- ☐ Clear Debris and Leaves from Drains and Gutters
- ☐ Inspect Weatherstripping
- ☐ Prune and Trim Trees and Shrubs
- ☐ Adjust Timers for Exterior Lighting

## Interior

### NOTES

*Regular janitorial services will help prevent pests.*

- ☐ Check Thermostat Functionality
- ☐ Inspect and Repair Interior Door Locks and Hardware
- ☐ Use Caution Signs to Prevent Hazards
- ☐ Inspect and Repair Handrails

## Fire & Life Safety

- ☐ Test Smoke Detectors
- ☐ Check Fire Extinguishers
- ☐ Test Emergency Light System

### NOTES

*October is National Fire Prevention Month! Review emergency escape plans with employees.*



# FALL

**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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