

FALL CHECKLIST

FOR PROPERTY OWNERS AND MANAGERS

MAINTENANCE & REPAIRS

CHECK HEATING SYSTEMS TO ENSURE FUNCTIONALITY AS IT BECOMES COLDER

CLEAR GUTTERS AND DOWNSPOUTS TO PREVENT WATER BACK UP AND POTENTIAL ICE DAMS

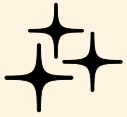
BE PROACTIVE ABOUT PEST CONTROL, AS WHEN IT BECOMES COLDER, ANIMALS WILL SEEK WARMTH



LANDSCAPING & EXTERIOR

TRIM BRANCHES THAT MAY POSE HAZARDS DURING FALL & WINTER STORMS

INSPECT EXTERIOR LIGHTS & TIMERS AND CHECK PARKING LOTS. REPAIR CRACKS AND POTHOLES; REPAINT LINES AS NEEDED



UTILITIES & SERVICES

CHECK ENERGY SUPPLIERS FOR POTENTIAL SAVINGS OR CONTRACT RENEWALS

CONFIRM FALL MAINTENANCE PLANS ARE IN PLACE (E.G., LEAF REMOVAL)

TENANT COMMUNICATION

INFORM TENANTS OF ANY MAINTENANCE SCHEDULES OR POTENTIAL DISRUPTIONS.

REVIEW LEASE AGREEMENTS TO CHECK FOR ANY SEASONAL OBLIGATIONS OR CHANGES IN RESPONSIBILITIES

WINTER PREPARATION

INSPECT SNOW REMOVAL
CONTRACTS AND CONFIRM
ARRANGEMENTS ARE IN PLACE
FOR WINTER SERVICES

ENSURE ALL AREAS AT YOUR
PROPERTY ARE PROPERLY
INSULATED TO CONSERVE
ENERGY

STOCK UP ON SALT OR SAND
FOR WALKWAYS AND PARKING
LOTS



INVENTORY MANAGEMENT

ASSESS SUPPLIES AND TAKE STOCK
OF MAINTENANCE SUPPLIES;
ORDER MORE IF NECESSARY

CHECK EQUIPMENT TO ENSURE ALL
TOOLS AND EQUIPMENT ARE IN
GOOD WORKING CONDITION



INTERIOR MAINTENANCE

INSPECT COMMON AREAS BY
LOOKING FOR SIGNS OF WEAR
AND TEAR; CLEAN CARPETS AND
FLOORING

CHECK RESTROOMS TO ENSURE
PLUMBING IS WORKING; STOCK
UP ON SUPPLIES AND CLEAN
FIXTURES

TEST ALARMS AND SECURITY
CAMERAS AND ENSURE
ALL ENTRY POINTS ARE SECURE

