




PROPERTY MANAGEMENT



FOURTH OF JULY

CHECKLIST

**KEEP YOUR PROPERTIES, TENANTS,
AND YOURSELF SAFE!**

**SECURITY
MEASURES**

- ★ COORDINATE WITH SECURITY PERSONNEL OR SERVICES TO ENSURE ADEQUATE COVERAGE DURING THE HOLIDAY, ESPECIALLY IF THERE ARE REDUCED STAFFING LEVELS
- ★ REVIEW AND UPDATE ACCESS CONTROL SYSTEMS AS NEEDED, ENSURING THEY ARE FUNCTIONING CORRECTLY

**EMERGENCY
PREPAREDNESS**

- ★ UPDATE EMERGENCY CONTACT LISTS FOR TENANTS, CONTRACTORS, AND ESSENTIAL SERVICES
- ★ ENSURE ALL STAFF ARE FAMILIAR WITH EMERGENCY PROCEDURES AND PROTOCOLS, INCLUDING THOSE SPECIFIC TO HOLIDAY PERIODS

SAFETY INSPECTIONS & MAINTENANCE

- ★ CONDUCT THOROUGH INSPECTIONS OF ALL FIRE SAFETY EQUIPMENT INCLUDING: ALARMS, EXTINGUISHERS, AND EMERGENCY EXITS
- ★ CHECK HVAC SYSTEMS TO ENSURE THEY ARE FUNCTIONING PROPERLY AND NOT POSING A FIRE HAZARD
- ★ INSPECT OUTDOOR AREAS FOR ANY POTENTIAL FIRE RISKS, SUCH AS OVERGROWN VEGETATION OR IMPROPERLY STORED FLAMMABLE MATERIALS
- ★ **TEST BACKUP POWER SYSTEMS**

TENANT COMMUNICATION

- ★ NOTIFY TENANTS ABOUT ANY ADJUSTED BUILDING HOURS OR CLOSURES DURING THE HOLIDAY PERIOD
- ★ REMIND TENANTS OF ANY SPECIFIC RULES OR GUIDELINES RELATED TO HOLIDAY DECORATIONS OR EVENTS WITHIN THE BUILDING

COMMUNITY ENGAGEMENT & EVENTS

- ★ COORDINATE OR SUPPORT ANY COMMUNITY EVENTS OR CELEBRATIONS HAPPENING WITHIN OR NEAR THE PROPERTY
- ★ ENSURE ANY PLANNED EVENTS COMPLY WITH BUILDING REGULATIONS AND DO NOT POSE SAFETY RISKS

POST-HOLIDAY CLEANUP & INSPECTIONS

- ★ SCHEDULE A POST-HOLIDAY INSPECTION TO ASSESS ANY DAMAGE OR ISSUES THAT MAY HAVE ARISEN DURING THE CELEBRATIONS
- ★ ARRANGE FOR PROMPT CLEANUP AND REPAIRS TO MAINTAIN THE PROPERTY'S APPEARANCE AND FUNCTIONALITY
- ★ ENSURE ANY INCIDENTS, COMPLAINTS, OR DAMAGES DURING THE HOLIDAY ARE DOCUMENTED PROPERLY