

HOLIDAY SEASON

CHECKLIST

FOR PROPERTY OWNERS AND MANAGERS

PREVENTATIVE WINTER MAINTENANCE



- Tune-up HVAC Systems
- Inspect roofs and gutters
- Insulate pipes & faucets to prevent freezing plumbing
- Check windows for drafts, replace weather stripping, and ensure doors close securely
- Inspect for cracks and potholes, ensure outdoor lighting is working, and prepare for snow removal
- Test fire extinguishers, smoke detectors, and sprinkler systems

SAFETY & COMPLIANCE CHECKS



- Conduct a thorough inspection of all electrical equipment (lights, heaters, etc.) to mitigate fire risks
- Test emergency lights and exit signage to ensure proper functionality
- Verify the efficiency and operation of heating systems to maintain tenant comfort
- Confirm snow and ice removal procedures are in place for walkways and parking areas

SEASONAL DÉCOR & AESTHETIC ENHANCEMENT



- Ensure that holiday decorations do not obstruct emergency exits, safety equipment, or ventilation systems
- Decorate common areas to enhance the festive atmosphere while adhering to building guidelines
- Coordinate with tenants to ensure any decorations within their spaces are in compliance with property policies

TENANT COMMUNICATION & SERVICE COORDINATION



- Distribute reminders regarding building hours, holiday maintenance schedules, and any special closures
- Offer tenants additional services (e.g., cleaning or maintenance) as needed during the busy season
- Advise tenants on package delivery procedures to prevent congestion and security concerns during the holidays

BUILDING SECURITY & ACCESS CONTROL



- Verify the functionality of security systems (CCTV, alarms, access control) and perform necessary updates
- Ensure all entry points are properly lit and monitored to prevent unauthorized access
- Remind tenants to secure premises and take precautions against theft during the holiday season

GENERAL MAINTENANCE & FACILITY UPKEEP



- Schedule any final repairs or cleaning before the end of the year
- Inspect the HVAC system to ensure optimal performance during the colder months
- Assess for drafts or temperature inconsistencies and address issues to improve energy efficiency

TENANT WELLBEING & COMMON AREA MAINTENANCE



- Provide tenants with opportunities for holiday gatherings or events in shared spaces, if applicable
- Offer additional waste management services to handle increased holiday waste
- Maintain clean, well-lit, and inviting common areas to support tenant satisfaction during the festive season

