



Building Maintenance Checklist



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

<h2>Exterior</h2> <p>NOTES <i>Employ a landscape service to address spring clean up of winter debris and ice treatment.</i></p>	<input type="checkbox"/> Inspect and Service Air Conditioning Units
	<input type="checkbox"/> Inspect Irrigation Systems
	<input type="checkbox"/> Inspect Windows and Doors
	<input type="checkbox"/> Power Wash Building, Windows, or Walkways
	<input type="checkbox"/> Schedule Repairs of Walkways or Parking Lot

<h2>Interior</h2> <p>NOTES <i>Employ an HVAC vendor to complete preventative maintenance.</i></p>	<input type="checkbox"/> Clean HVAC ducts and filters
	<input type="checkbox"/> Verify Clear Access to Emergency Exit Doors
	<input type="checkbox"/> Check Function of Sinks and Toilets
	<input type="checkbox"/> Schedule Deep Cleaning of Floors and Carpets

<h2>Fire & Life Safety</h2>	<input type="checkbox"/> Test Smoke Detectors	<p>NOTES <i>Verify that sprinkler heads are unobstructed by interior furnishings.</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**