

# Building Maintenance



Keeping up with building maintenance is a lot of work. Neglect, however, can lead to expensive repairs, frustrated tenants or decreased business. Don't let important upkeep tasks get away from you.

## Spring Building Maintenance

- Inspect HVAC ducts for dust buildup
- Service AC units
- Clean and prep the landscaping
- Establish a watering schedule for grass/plants
- Pressure wash hardscapes
- Inspect outdoor lighting for damage

## Summer Building Maintenance

- Clean debris from the roof, and check for damage
- Clear drains and gutters
- Confirm the trash and recycling area is in good condition
- Inspect the windows for proper operation
- Inspect structural materials for rot, peeling paint, rust and more
- Inspect the condition of the parking lot
- Inspect the grounds for water run-off or erosion issues

## Fall Building Maintenance

- Rake and remove fallen leaves
- Service the furnace/boiler
- Winterize the irrigation lines
- Mark the streets/driveways with stakes for snow plows
- Inspect all plumbing fixtures for leaks
- Seal any cracks in your parking lots or asphalt

## Winter Building Maintenance

- Prepare sensitive landscaping and structures for snowfall
- Inspect the roof for ice dams
- Inspect the building's interior for maintenance issues
- Check all GFCI outlets and light switches
- Inspect the ceiling and floors for damage
- Hire snow removal services

## Year-Round Building Maintenance

**Establish a regular service interval for these tasks:**

- Replace burned-out interior and exterior light bulbs
- Clean window glass, tracks and hardware
- Check the batteries in your smoke and carbon monoxide detectors
- Replace the HVAC air filters
- Inspect the property for signs of rodent or pest damage
- Check the building for visible signs of leaks
- Test the fire alarm
- Replace the water filters
- Have the fire alarm and fire suppression system serviced
- Have the fire extinguishers inspected
- Have all OSHA fall prevention equipment inspected
- Ask your tenants if there is anything they want to have addressed
- Inspect door closers, latches, hinges and locks for proper operation

Take care of your building to maintain a professional look. If you need help with a repair or would like an expert's opinion, Mr. Handyman can help. Our handymen are qualified to repair everything from drywall, doors, windows and more. Give us a call at (855) 438-3700, or [request service online](#) for residential or commercial building maintenance.



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