

Fall Checklist

You might think that you can put off preparation for winter at this time of year—but it makes sense to do an inspection in milder temperatures. If you find something that needs to be repaired or replaced, you won't have to battle inclement weather.

Remember to communicate your findings by producing and distributing a report showing which tasks were accomplished and which are scheduled to be performed at a later date.

Below is a checklist to assist you in evaluating what needs to be done:

Outside

1. Take a walk, make notes, and initiate plans for repair and clean-up:
 - a. Where do you need to clear up leaves or other items on the ground?
 - b. What repair work might be needed on parking areas, walkways, stairways, handrails, fences, and playgrounds?
 - c. What about debris on the roof, in gutters, downspouts, and flashing? Are any of these areas in need of repair?*
 - d. Is there any damage on outside walls or windows?*
 - e. Where might water collect to form ice? Be especially mindful of areas used as walkways to prevent slip-and-falls.
2. Make a plan for when you'll last use gardening equipment—and have it serviced before you store it along with other items not in use during winter.
3. As you put away mild weather items, take out your cold weather supplies, like doormats, so people can stamp off snow and ice from their shoes before entering the building.

Inside

1. Arrange to service or replace fire extinguishers.
2. Check heating installations, plumbing, and insulation for needed repairs to prevent occurrences like freezing. Remember, maintenance saves money.
3. Inspect window seals and weather stripping on doors. Replace problem areas.
4. Check lighting for proper functioning; repair or replace fixtures and change burnt-out bulbs.

**Use binoculars to inspect the roof and other high areas. That way, you won't have to climb ladders.*