



# The Preventative Maintenance Checklist for the Fall Season

Check these tasks off your list to ensure your facility is ready for cooler weather.



## Gutter and Leaf Removal

Ensure your facility is protected from possible water damage due to clogged gutters.

- Check the drains and downspouts for blockages that would inhibit proper drainage.
- Remove leaves from gutters before they create a clogging issue (and before water freezes in winter).
- Prune any branches near your building that can interfere with your gutters. This will reduce the amount of debris that falls into the gutters and causes clogs.
- Install leaf guards (or gutter guards) to protect your gutters during the colder seasons.

## General Maintenance

These routine tasks are important for safety during the fall and winter.

- Check carbon monoxide and smoke detectors to make sure they're working correctly, and replace the batteries.
- Inspect and check the operation of any generators.
- Check your windows and seal them against cold weather. Remove gaps in windows by properly sealing with caulking and/or weatherstripping.

## HVAC

You'll need to stay warm this fall and winter, so make sure your HVAC systems are good to go.

- Perform a general HVAC inspection or hire someone to do one.
- Inspect your furnace.
- Change your furnace's air filters.

## Entrance Matting

Use entrance mats to keep visitors safe from slips, trips, and falls while also reducing cleaning costs during winter.

- Purchase entrance matting if you don't currently have any.
- Inspect current entrance matting for integrity (condition).

## Roof

Keep your facility's roof in tip-top shape and avoid costly damage from windstorms, hail, and other hazards.

- Inspect roof vents to ensure that they're properly sealed.
- Inspect roof shingles for any signs of damage.
- Depending on the age and condition of your roof, consider whether you will need to replace it soon. Replacing your roof will be much easier during the warmer months.

## Electrical

Make sure your electrical system can meet your needs all year round.

- Inspect the electrical system including the main panel, breaker box, fuse box, and wiring.
- Test outlets and light fixtures to ensure they're working properly.

## Landscaping

Prep all outdoor areas for the fall and winter so they're in great shape for the following spring.

- Drain landscape irrigation systems to prevent freeze-up.
- Aerate and fertilize lawn areas on the property.
- Test equipment you will need for the winter (e.g., snow blowers).
- Remove dead or overgrown trees, plants, and bushes.
- Remove plants that can compromise the integrity of the facility.
- Implement a snow and ice removal plan before the first winter storm.

## Plumbing

Avoid freezing pipes and other plumbing issues by checking off these steps.

- Drain water heaters and turn off exterior faucets to prevent them from freezing.
- Check pipes for leaks and ensure they have insulation to protect from the cold winter temperatures.
- Check the water pressure on tanks and visually inspect them for damage.