

THE ESSENTIALS OF COMMERCIAL PROPERTY MAINTENANCE

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GUARANTEED ROOFING



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The Essentials of Commercial Property Maintenance

1. Who is Responsible?

As the owner, property manager, or facilities manager, you are responsible for your commercial property maintenance. However, that doesn't mean you need to be the one doing the manual labor. You have three options: Do the work yourself, hire a service provider, or make your tenants responsible for maintenance (if applicable).

2. What Does it Consist of?

There are a few things that the owner is responsible for when it comes to commercial property maintenance. Below are the necessary requirements of what the owner is responsible for taking care of, unless other arrangements have been made:

1. Rodent and insect control
2. Plumbing
3. Electrical
4. HVAC installation and repair
5. Trash disposal
6. Cleaning of common areas
7. Landscaping
8. Outdoor cleanup
9. Roof and gutter repair and maintenance
10. Safety checks for emergencies (making sure systems such as fire extinguisher, alarms and sprinklers are maintained and operational)

3. Have seasonal check-ins

This could look like doing quarterly check-ins in order to evaluate and make sure things are working properly. Having a seasonal walk through to identify any damage and complete any repairs needing to be done is essential. Doing this will save you from spending more money on a larger fix in the future.

Below we have broken down some commercial property check-in items. It's best to go through the entirety of your property quarterly to evaluate the condition and make sure everything is working. This is a necessary safety protocol; it will also prove to be helpful when you find and fix things now instead of stumbling upon them in the future. As you know, small business management is all about proactivity!

Quarterly Check In List

Curb Appeal	Date	Completed	Initials
<input type="checkbox"/> Check Your Landscape <ul style="list-style-type: none"> -Clear out any dead foliage -Depending on the season, stay on top of raking, shoveling or cutting the grass -Plant bushes/new flower beds (increase curb appeal however you see fit) -Put down new grass seed or fertilizer (if needed) -Do weeding (if needed) -Put a fresh coat of paint down in your parking lot -Maintain your entryways -Consider installing new signage (based on current status) 			
<input type="checkbox"/> Outdoor Waiting Area <ul style="list-style-type: none"> -Put out/clean off tables and chairs -Add light fixtures -Consider adding a fence to your property (if applicable) 			

<input type="checkbox"/>	<p>Building</p> <ul style="list-style-type: none"> -Clean or upgrade windows -Clean or replace siding (if needed) -Check for cracks and crevices that need sealing -Clean out gutters -Fix anything needing repairs -Clear out any branches that have piled up on your roof -Check the roof for missing or damaged shingles -Have an annual roof inspection and consider repairs or a new roofing system as necessary <p style="text-align: center;">*Hire a reliable contractor!</p>		
	<p>Inside</p>		
<input type="checkbox"/>	<p>Cleaning</p> <ul style="list-style-type: none"> -Dust -Wash down all counters, sinks, toilets, etc. -Sanitize the restrooms -Have a general spring cleaning of all surfaces and appliances -Vacuum, sweep and mop -Polish hardwood floors -Clean carpets 		

<input type="checkbox"/>	<p>Appliances</p> <ul style="list-style-type: none"> -Check the condition of all appliances; run through each of them and make sure they are working properly. If there is anything needing maintenance, fix now. -Check the condition of your HVAC system 		
<input type="checkbox"/>	<p>Water Damage</p> <ul style="list-style-type: none"> -Check the ceiling for water damage/spots -Look in the attic (if applicable) and check for water damage or mold -Check walls for water circles (especially at the base of a sink, dishwasher, toilet, etc,) -Make sure to check the boiler room and the basement (if you have one) -Check to ensure there are no leaking pipes 		

Date

Completed

Initials

<input type="checkbox"/>	<p>Safety</p> <ul style="list-style-type: none">-Check floors for bumps, cracks and other tripping and sliding hazards-Make sure there are no sharp, exposed edges anywhere or other dangerous objects-Make sure you have the correct zone regulations, and all necessary permits are up to date-Clearly labeled fire exits-Working fire extinguisher and sprinkler system-Test/replace batteries in the smoke detector-Functional staircases and elevators-Reliable water supply-Check to ensure locks and alarm systems are in working condition-Working lighting-Necessary safety gear is clean, available, and worn-Check wiring (make sure it is safe, secure, there are no damages or cuts that could cause a spark or fire)		
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		Date	
		Completed	Initials
<input type="checkbox"/>	<p>General</p> <ul style="list-style-type: none"> -Check for any rodents or large bugs (put out traps if necessary) -Check the soffit and fascia for animal or water damage 		

Seasonal Focus Areas

For more specificity, we have broke down some seasonal focus areas below:

Spring

For the spring you're going to want to focus on cleaning and polishing up for summer. This will also entail checking to make sure your HVAC unit is working and adding a new filter at this time. In addition to this you'll want to slowly open the system's main water valve that was turned off for the winter. Lastly, change your fire alarm batteries, have your gutters cleaned, and perform your visual outdoor, and roof inspections.

Summer

During the summer you'll want to check for any rodents or large insects that may have made their way into the building. You want to make sure to check the sidewalk on your property to see if there are any cracks or hazards that must be addressed.

During the summer it's also good to do some general building inspection; you can check any handrails that could have come loose, the stairsteps, any wall damage throughout the building. You want to check soffit and fascia trim for animal or water damage.

Fall

As the summer heat is dissipating, you'll want to check your pipes and make sure they are ready to withstand the cold weather that's coming. Also, you want to clear off the debris from your roof after storms and before snowfall begins.

Winter

During the winter you want to make sure you are plowing and shoveling snow quickly so as not to cause snow build up and hazards. You'll also want to make sure you have sand or salt for walkways and a place to properly clean off shoes when employees and customers go inside the building.

4. Repair Damage Right Away

It is essential to fix damage as soon as you find out there is a problem. Even if the broken appliance or small maintenance problem doesn't seem like a big deal, it is better to get the issue resolved soon to avoid bigger problems in the future. The longer you wait, the more likely it is that you will have a larger amount of repairs needing to be done (and the cost of repairs will reflect this).

5. Stay Up To Code

The following are the basic requirements every commercial property manager should know:

1. Water Testing

Most water-borne diseases are caught in the commercial workplace. This is because the water may remain stagnant for longer periods of time and have the ability to rise and fall in temperature in commercial properties if not maintained. For this reason it is beneficial to do water temperature checks monthly, or at least quarterly.

2. Emergency Lighting

There must be a clearly displayed fire safety system. Emergency lighting is vital. In the case of emergencies you want people inside to clearly see the exits and make the evacuation process safe and easy. You do not want to find yourself in the midst of an emergency without clear instructions to follow.

3. Air Conditioning

Air conditioning keeps the building cool and also contributes to energy efficiency.

Conclusion

Ultimately it's crucial to maintain your property for the welfares of your tenants, your business and to save yourself money in the future. With proper maintenance you can keep the value of your property and increase revenue while mitigating costs all simply by proactivity. It can be challenging to handle property maintenance on your own, so many people choose to contract out the work that needs to be done.

We Work With

- Roof Inspections
- Annual Maintenance
- Service Plans
- Roof Repairs
- Roof Replacements

The types of roofing we offer are flat, metal and asphalt roofs.