



Sample seasonal maintenance and inspection checklist

Neglecting facility maintenance can create costly repairs. A seasonal inspection and maintenance program can greatly reduce losses due to seasonal occurrences and limit damage to your facility. Nationwide highly recommends a formal inspection and maintenance program based on seasonal events such as freezing, storms, and other exposures. This checklist can be used at the start of each season to help prepare for some of the most common exposures that can lead to damages to your facility.

Winter

- Winterize all exterior water connections such as hose connections, outdoor sprinkler systems, etc.
- Winterize all automatic sprinkler systems exposed to weather and freezing. This can include all antifreeze systems, dry sprinkler systems, etc. All automatic sprinkler systems in unheated areas should be antifreeze systems or dry systems. All automatic sprinkler components that are not dry or do not have antifreeze in the systems, and are exposed to winter weather, should be provided with heat tape and or insulation to prevent freezing.
- Flush and inspect all water heaters.
- Inspect exterior of buildings for deteriorated boards, concrete, glass, exterior building insulation and any mechanical areas for damage or deterioration.
- Clean all drainage, gutters, and scuppers for debris that would prevent adequate drainage to a safe location.
- Inspect all parking areas, driveways, entrances, exits, etc. for deterioration and repair as necessary.
- Seal windows and doors to prevent heat loss.
- Inspect and service all HVAC units and components.
- Review and update your water mitigation program as necessary.
- Maintain and inspect all egress for debris after any storms.
- Maintain and clean all decks, walkways, and parking lots on a regular basis.

Spring

- Inspect your HVAC system.
- Test, maintain and replace batteries (if applicable) in your smoke and carbon monoxide detectors.
- Check for winter damage from moisture and mold on interior and exterior walls.
- Clean all drainage, gutters and scuppers for debris that would prevent adequate drainage to a safe location.
- Have the roof and roofing system inspected for any winter damage and repair as necessary.
- Inspect and repair all exterior water connections as necessary.
- Maintain and inspect all egress for debris after any storms.
- Maintain and clean all decks, walkways, and parking lots on a regular basis.

Summer

- Inspect for signs of pests and damage from pests (mice, rodents, termites, etc).
- Prepare and inspect any pool for use.
- Conduct regular pool water and hot tub water testing.
- Maintain and inspect all egress for debris after any storms.
- Maintain and clean all decks, walkways, and parking lots on a regular basis.
- Clean all drainage, gutters, and scuppers for debris that would prevent adequate drainage to a safe location.
- Maintain and trim all outside trees, shrubbery and other plants and trees.
- Inspect all common area appliances such as washers, dryers, ice makers, etc.
- Inspect all common area grills for proper location and operation.
- Confirm that there are no grills on balconies of any resident units.

Fall

- Inspect and repair all windows, and provide adequate weather sealing as necessary.
- Clean all drainage, gutters, and scuppers for debris that would prevent adequate drainage to a safe location.
- Test, maintain and replace batteries in your smoke and carbon monoxide detectors (if applicable).
- Trim bushes and trees as necessary.
- Inspect water shut-off valves for easy access and proper marking (part of water mitigation program).
- Inspect and clean any wood burning fireplace chimneys.
- Prepare the pool and hot tub for winter closure.
- Maintain and inspect all egress for debris after any storms.
- Maintain and clean all decks, walkways, and parking lots on a regular basis.

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