

The Commercial Property Manager's Fall Maintenance Checklist

As summer winds down and fall approaches, commercial property managers have an important opportunity to assess the condition of their buildings and address maintenance issues before the colder and wetter months arrive.

Seasonal changes can expose weaknesses that may have gone unnoticed during the summer. Minor roof damage, clogged drains, deteriorating sealants, damaged doors, exterior lighting problems, and other seemingly small issues can become more disruptive and expensive when rain, wind, and colder temperatures arrive.

A proactive fall maintenance plan helps commercial property owners and managers identify these issues early, protect their facilities, and keep their properties safe, functional, and professional throughout the season.



At [Calico Building Services](#), we help businesses and property managers maintain commercial facilities year-round. Here are some of the most important areas to include on your fall commercial property maintenance checklist.

Inspect the Roof and Drainage Areas

The roof is one of the most important components protecting a commercial building from the elements. Before seasonal rainfall increases, fall is an ideal time to inspect accessible roof areas and drainage systems for visible problems.

Items to check may include:

- Signs of roof damage or deterioration
- Debris accumulation
- Clogged roof drains
- Gutters and downspouts
- Flashing around roof penetrations
- Signs of standing water
- Interior evidence of previous leaks

Removing debris and addressing drainage problems can help prevent water from collecting in areas where it may eventually lead to leaks or property damage.

Check Exterior Doors, Windows, and Sealants

Doors and windows experience constant use and exposure to changing weather conditions.

Inspect exterior doors to make sure they close and latch properly. Check hinges, closers, locks, thresholds, and weather stripping for damage or excessive wear.

Windows and exterior joints should also be examined for deteriorated caulking or sealants. Small gaps can allow moisture to enter the building and may contribute to water intrusion and damage over time.

Addressing these issues before rainy or colder weather arrives can help protect both the building envelope and interior spaces.

Inspect Exterior Lighting

As the days become shorter, exterior lighting becomes increasingly important for commercial properties.

Parking lots, walkways, entrances, loading areas, stairways, and other exterior spaces should be inspected for burned-out lamps, damaged fixtures, or other lighting problems.

Fall is also a good time to evaluate:

- Parking lot lighting
- Building entrance lighting
- Walkway and pathway lighting
- Security lighting
- Emergency lighting
- Exterior wall-mounted fixtures

Properly maintained lighting helps improve visibility, enhances the appearance of the property, and contributes to a safer environment for employees, customers, tenants, and visitors.

Examine Parking Lots and Walkways

Summer heat and everyday vehicle and pedestrian traffic can take a toll on exterior surfaces.

Property managers should walk the property and look for developing problems such as:

- Cracks
- Potholes
- Damaged curbs
- Loose or damaged wheel stops
- Uneven walking surfaces
- Damaged signage
- Loose handrails
- Drainage problems
- Accumulated debris

Identifying potential trip hazards and damaged surfaces early gives property managers an opportunity to schedule repairs before conditions worsen.

Look for Signs of Water Intrusion

Water intrusion is one of those building maintenance problems that can start small and become expensive if ignored.

Before the rainy season, inspect interior areas for warning signs such as:

- Stained ceiling tiles
- Discoloration on walls or ceilings
- Peeling or bubbling paint
- Damp areas near windows
- Musty odors
- Damaged drywall
- Evidence of previous leaks

The source of water intrusion is not always directly above the visible damage. Water can travel through building materials before becoming noticeable inside a facility, which makes early investigation especially important.

Inspect Plumbing Fixtures and Restrooms

Commercial restrooms and plumbing fixtures receive heavy use throughout the year. Fall provides another opportunity to identify minor plumbing and maintenance issues before they become larger problems.

Check for:

- Leaking faucets
- Running toilets
- Slow drains
- Loose fixtures
- Damaged caulking
- Worn or damaged restroom hardware
- Water stains or signs of moisture

Minor leaks can waste water and potentially cause damage to surrounding surfaces. Addressing them promptly can help prevent more extensive repairs.

Take Care of Interior Repairs

Fall maintenance should not be limited to the exterior of the property.

Commercial buildings naturally experience wear and tear, particularly in high-traffic areas. Property managers can use a seasonal inspection to identify interior repairs that may have accumulated during the year.

These may include:

- Drywall repairs
- Ceiling tile replacement
- Touch-up painting
- Door and hardware adjustments
- Baseboard and trim repairs
- Damaged flooring
- Lighting repairs
- Fixture replacement

Taking care of these smaller items helps maintain the professional appearance of a facility while preventing a growing list of deferred maintenance projects.

Clean and Prepare Exterior Areas

Fall can bring leaves, wind, rain, and additional debris around commercial properties.

Exterior cleaning and maintenance may include pressure washing, parking area cleaning, walkway cleaning, debris removal, window cleaning, and attention to building entrances.

Keeping these areas clean is about more than appearance. Regular cleaning can make it easier to identify cracks, drainage problems, damaged surfaces, and other maintenance issues that might otherwise go unnoticed.

Review Maintenance Issues From Earlier in the Year

Seasonal maintenance is also a good time to revisit repairs that may have been postponed.

Property managers often maintain lists of non-emergency items that need attention but have not yet justified an immediate service call. Fall provides an opportunity to review those outstanding items and determine which should be completed before the end of the year.

Bundling several smaller repairs into a scheduled maintenance visit can also make facility maintenance more efficient.

Develop a Preventive Maintenance Plan

The most effective commercial property maintenance programs are proactive rather than reactive.

Instead of waiting until something fails, routine inspections allow property managers to identify developing issues and address them while they are still manageable.

A preventive maintenance program can help:

- Reduce unexpected repair costs
- Extend the life of building components
- Maintain a safe and professional property
- Reduce operational disruptions
- Improve tenant and customer satisfaction
- Limit the accumulation of deferred maintenance

Fall is an excellent time to review the maintenance needs of your facility and establish priorities for the months ahead.

Prepare Your Commercial Property for Fall With Calico Building Services

Commercial property maintenance is an ongoing responsibility, and seasonal inspections can play an important role in protecting your facility throughout the year.

From minor repairs and lighting maintenance to plumbing, doors, drywall, exterior upkeep, and general property maintenance, Calico Building Services provides commercial property owners and managers with a dependable resource for their ongoing facility needs.

With decades of experience serving commercial properties throughout the Western United States, Calico understands the importance of responsive service, quality workmanship, and proactive building care.

Contact our team today to discuss your fall maintenance needs and learn how Calico Building Services can help keep your property operating at its best throughout the season and beyond.

About Calico Building Services:

Calico Building Services is a leading provider of building, property, and facility services.

Founded in 1986, Calico offers its customers a myriad of services from the following three main divisions.

- Janitorial Services
- General Property Maintenance & Repairs
- Tenant Improvements & Construction Services

These services have been carefully developed over the years and are aimed at providing their clients with everything they need to ensure that their properties are maintained and operating with the highest level of quality and care.

Calico is a closely held, family-owned company with a reputation for quality workmanship and superior customer care. Calico has grown organically over the years and has become a leading service provider in the Western United States serving all types of properties including:

- Office Buildings
- Medical Facilities
- Senior Living Facilities
- Resorts & Hotels
- Restaurants
- Shopping Malls
- Retail Stores
- Airports
- Financial Institutions
- Industrial Properties
- Schools & Universities
- Churches

Every employee and vendor at Calico understands and is committed to the organization's mission of Honesty, Integrity and Excellence which sets Calico apart from the competition.

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