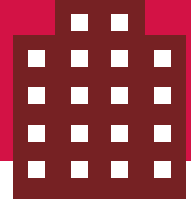


Top Fall Maintenance Tips

to keep your commercial property in tip-top shape



Before the harsh winter hits, fall is a good time to complete an annual maintenance check of your properties exterior, including the following:

HVAC

Is your heating unit working properly? With cooler weather approaching, ensure your heating unit is functioning correctly. For optimal performance, HVAC filters should be replaced at a minimum twice a year. By maintaining your HVAC unit, you increase its effectiveness - keeping you warm when you need to be- and decreasing the chances for unnecessary and costly repairs due to unchanged filters and dirty or blocked heat exchanges. Preventative Maintenance (PM) contracts for bi-annual service (spring and fall) with local HVAC Service Providers is recommended to avoid forgetting to service units and change filters.

Downspouts and Gutters

Removing dirt and debris from gutters and downspouts permits the proper drainage of water away from your building and preventing damage to your building and gutters. Make sure that all gutter and downspouts are securely attached to the building to prevent damage and assure proper function.

Roofing

Spring and fall are great times to inspect your roof. Clean out roof drains and inspect skylights and areas of ponding, loose flashing, stained ceiling tiles, cracking or shifting membranes and other penetrations/openings. Ensure that equipment is functioning properly to prolong the life of your roof.

Landscaping

Fall is a good time to evaluate landscaping needs for the following spring. Things to look for are dead trees and shrubs that may need replacement or trimming, mulching and weeding. Winterize your irrigation system to prevent the risk of winter damage.

Facade Inspection

Inspect building façades for leakage, stains, broken glass, precast or brick repairs. Repairs may be necessary to concrete, caulking, architectural elements, glass or stone.

Lighting

Outdoor and indoor lights should be checked bi-annually or replaced as reported for safety and security reasons. Lights should be kept clean to reduce energy consumption.

Storm Water Facilities

Evaluation of storm water pipes, inlets, catch basins, manholes, discharge pipes, inflow and outflow structures should be inspected for deterioration and blockages. Any repairs or cleaning should be completed immediately to avoid damage and assure proper function. Any vegetation affecting the system function should be trimmed or removed.

Pavement and Sidewalks

Evaluation of parking areas and sidewalks should be done bi-annually to inspect for trip hazards, such as cracks and potholes. Crack sealing and seal coating of asphalt areas should be completed at least every other year. Parking lot markings and signage should also be inspected annually to plan accordingly for budgetary needs.



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