



Facility Maintenance

- ☐ Smoke detectors, carbon monoxide, and fire extinguishers are serviced
- ☐ Medical supplies, emergency contacts, and AED equipment checked
- ☐ HVAC filters and annual inspection is complete
- ☐ Indoor maintenance, carpet cleaning, painting, and railings inspected
- ☐ Verify outdoor lighting, signs, and fire exit are in working condition
- ☐ Parking lot is inspected and repaired if needed
- ☐ Yard maintenance, tree trimming, landscaping, and flowers are done
- ☐ Roof and exterior of building is inspected
- ☐ Outside maintenance, window cleaning, and building repair
- ☐ Assess any major capital repair needed in the near future
- ☐ Verify annual insurance documents
- ☐ Review safety policies, security cameras, and intercom systems



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