| Annual Warm Weather Facility Inspection Checklist |
| --- |

| **INSPECTION DATE:** |  | **TECHNICIAN:** |  |
| --- | --- | --- | --- |

|  ▢ | Wash windows. |
| --- | --- |

|  ▢ | Deep clean the floors. |
| --- | --- |

|  ▢ | Sanitize the restrooms. |
| --- | --- |

|  ▢ | Take care of greenery outside (remove debris, plant grass seed where needed, trim shrubs and bushes, etc.). |
| --- | --- |

|  ▢ | Inspect the roof for damage caused by high winds, heavy snow, ice dams, or building age. |
| --- | --- |

|  ▢ | Check the property for standing water, leakage from gutters and roofs, cracks in the foundation, water spots in the ceiling, and eroded landscaping areas that need to be regraded. |
| --- | --- |

|  ▢ | Check for cracks around doors and windows, chipped paint, siding or masonry destruction, and hanging gutters. |
| --- | --- |

|  ▢ | Spray the perimeter of your property to keep out ants, roaches, and other insects. |
| --- | --- |

|  ▢ | Run a test of the thermostat, electrical wires and connectors, unit’s air flow, run capacitor, and operating efficiency on your HVAC unit. |
| --- | --- |

|  ▢ | Inspect the air ducts, condensation drain pan, blower motor and wheel, compressor, and refrigerant pressure on your HVAC unit. |
| --- | --- |

| **COMMENTS:** |
| --- |
|  |