Prepare each site

Complete before seasonal demand begins. Adapt each item to local conditions.

Site / location

Address

Season / year

Readiness deadline

Inspector

Inspection Date

Check each box when reviewed.

1. Site-specific risks

- ☐ Review local weather risks: freezing, storms, heavy rain, heat or snow.
- ☐ Review building age, condition and previous seasonal problems.
- ☐ Identify critical equipment and site-specific operating requirements.
- ☐ Account for occupancy, customer traffic, planned events and peak periods.
- ☐ Set inspection priorities and assign a site readiness owner.

2. HVAC readiness

- ☐ Review filters, belts, coils, controls, thermostats and condensate drains.
- ☐ Test the heating or cooling mode needed for the coming season.
- ☐ Document performance outside normal expectations.
- ☐ Review repeat repairs, comfort complaints and past work orders.
- ☐ Assign follow-up service for equipment needing additional attention.

Findings / work-order references:

Inspect weather exposure

Document deficiencies that need correction before seasonal conditions change.

3. Plumbing readiness

- ☐ Identify freeze-exposed piping near exterior walls and in loading areas.
- ☐ Check piping in mechanical rooms, crawl spaces and unconditioned areas.
- ☐ Confirm pipe insulation is intact and shutoff valves are accessible.
- ☐ Review drainage, sump systems and exterior plumbing before wet seasons.
- ☐ Inspect areas with a history of leaks or water intrusion.

4. Roof, drainage and exterior

- ☐ Inspect roofing for visible damage and deteriorated flashing.
- ☐ Check the roof membrane (waterproof layer) for damage where applicable.
- ☐ Remove roof debris and clear roof drains, gutters and downspouts.
- ☐ Confirm drainage paths direct water away from the property.
- ☐ Check doors, windows, seals and weatherstripping.
- ☐ Inspect exterior walls, façades, fixtures and other exterior components.
- ☐ Check pavement, sidewalks and drainage areas for deficiencies.
- ☐ Identify repairs needed before weather makes work harder or disruptive.

Site specific addition

Findings / work-order references:

Prepare for people and operations

Keep required life safety service visible alongside seasonal readiness work.

5. Electrical, lighting and life safety

- ☐ Review electrical systems for seasonal operating needs and service issues.
- ☐ Check lighting at entrances, parking areas, loading zones and walkways.
- ☐ Account for shorter daylight hours and changing operating schedules.
- ☐ Confirm emergency lighting and exit signs are on required service schedules.
- ☐ Confirm alarms and fire protection equipment are on required schedules.
- ☐ Record required inspections and service dates separately from optional work.

6. Entrances and high-traffic areas

- ☐ Review entrances, vestibules and automatic doors.
- ☐ Check floor mats, sidewalks, parking areas and loading zones.
- ☐ Assess exposure to rain, snow, ice, leaves and heavier customer traffic.
- ☐ Plan for increased deliveries and seasonal activity.
- ☐ Assign recurring snow / ice response, mat replacement and exterior cleanup.

7. Readiness tracking

- ☐ Log findings, priorities, owners and due dates on page 4.
- ☐ Confirm which work must be completed before the season begins.
- ☐ Review open corrective work and confirm completion across locations.

Inspection complete

Follow-up review date

Track corrective work

Use one tracker per site. Add work-order numbers and photo references where useful.

Site

Season / Year

Priority: H = Before Season / Urgent; M = Planned; L = Monitor Or Routine Follow-Up.

Finding / action	Priority	Owner	Due date	Status	Closed
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Readiness review

- ☐ Required pre-season corrective work is complete or has an agreed action plan.
- ☐ Open items, owners and completion dates have been reviewed.
- ☐ Site inspection status has been updated in the portfolio tracker.

Reviewed by

Date

After the season

Review emergency work, recurring issues, service delays and missed risks.

Checklist changes for next cycle