

Preventive Maintenance Checklist: Exterior & Grounds

For facility managers and property operations teams

Exterior maintenance directly impacts curb appeal, safety, and the guest's first impression before they even enter the building. This checklist covers daily walkthrough items through quarterly structural and seasonal assessments.

Property: _____

Date: _____

Inspected By: _____

Shift: _____

Frequency Guide: ■ indicates recommended frequency. D = Daily | W = Weekly | M = Monthly | Q = Quarterly

Checklist Item	Daily	Weekly	Monthly	Quarterly
Inspect parking lot lighting and replace burned-out fixtures	■	■		
Check exterior signage for visibility, illumination, and condition		■		
Inspect walkways, curbs, and stairs for cracks, settling, or tripping hazards		■		
Verify exterior waste receptacles are emptied and in good condition	■			
Inspect landscaping for overgrowth, dead plants, or irrigation issues		■		
Check building exterior for damage, staining, or needed repairs			■	
Inspect roof, gutters, and downspouts for debris or damage			■	
Test exterior security lighting and motion sensors		■		
Inspect fencing, gates, and perimeter security features			■	
Check outdoor furniture (patio, pool deck) for condition and cleanliness		■		
Inspect loading dock and service entrance areas		■		
Verify exterior emergency exits are unobstructed and properly lit		■		
Clear snow, ice, or debris from walkways and entrances (seasonal)	■			
Inspect HVAC exterior units (condensers) for debris or obstruction			■	
Power-wash building exterior, walkways, and parking surfaces				■
Inspect and service irrigation systems				■
Evaluate exterior paint, sealant, and structural condition				■
Review exterior lighting schedule and adjust for season				■

Notes:

- ADA compliance: keep all accessible routes clear and properly maintained.
- Seasonal: schedule gutter cleaning, snow removal equipment checks, and landscape prep.
- Exterior appearance directly affects first impressions and curb appeal for prospective guests.

Supervisor Sign-Off: _____

Date: _____

Follow-Up Required? Yes No

Work Order #: _____

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