

Fall Maintenance Checklist

Autumn (Autumnal Equinox September 22)

September

- ✓ Schedule winter holiday coverage - Thanksgiving, Christmas, New Years, etc..
- ✓ Labor Day - Holiday - Pools closed by mid-September
- ✓ Check common area lighting, photocells, and timers
- ✓ Final curb paint opportunity

October

- ✓ Gutter clean – collect vendor bids **all maintenance personnel must read attachment from safety manual about Ladder, Gutter and Roofs*
- ✓ Prepare for heater season - stock extra thermostats, heaters, and parts. Pay attention for heater fire hazards
- ✓ Irrigation systems winterized (check vendor contract)
- ✓ Remove exterior furniture (if applicable)
- ✓ Plant winter flowers and spring bulbs (time approximate) - check vendor contract
- ✓ Air conditioners must be removed by October 31st
- ✓ Building envelope inspections - check clearance between earth and buildings, check stairs, railings, patios, decks, siding, etc
- ✓ Autumn leaf removal (plan extra time to blow leaves)
- ✓ Replace furnace filters and/or clean heaters in common areas
- ✓ Inspect dryer ducts

November

- ✓ Prepare for inclement weather, have sand ready to spread on icy or snowy walkways
- ✓ Begin winterization projects
- ✓ Close foundation vents
- ✓ Pool winterization
- ✓ Daylight Savings End - Adjust common area light timers back one hour. Inspect photocells and common area lights
- ✓ Thanksgiving Day - Holiday
- ✓ Install hose bibb covers
- ✓ Autumn leaf removal (plan extra time to blow leaves)
- ✓ Gutter cleaning (if leaves are finished falling)

Winter (Winter Solstice December 21)

December

- ✓ All winterization projects should be complete by now
- ✓ Christmas (Dec. 25) - Holiday
- ✓ Begin Christmas tree removal program
- ✓ All yearly fire extinguisher / fire suppression tests should be completed by now