

YEAR-END PROPERTY MANAGER CHECKLIST



EXTERIOR & ROOFING

- ☐ Schedule roof inspection (look for wear, leaks, flashing issues)
- ☐ Clear gutters & downspouts for proper drainage
- ☐ Check seals around vents, skylights, and HVAC units
- ☐ Inspect waterproofing and siding for cracks or gaps

GROUNDS & DRAINAGE

- ☐ Verify grading directs water away from buildings
- ☐ Inspect parking lots and walkways for cracks/potholes
- ☐ Test drainage systems and stormwater inlets
- ☐ Trim trees/branches near roofs and structures

SAFETY & COMPLIANCE

- ☐ Verify grading directs water away from buildings
- ☐ Inspect parking lots and walkways for cracks/potholes
- ☐ Test drainage systems and stormwater inlets
- ☐ Trim trees/branches near roofs and structures

INTERIOR

- ☐ Inspect ceilings for signs of leaks or water intrusion
- ☐ Service HVAC systems before winter
- ☐ Test alarms and sprinkler systems
- ☐ Check insulation/weatherstripping on doors & windows

PLANNING AHEAD

- ☐ Review 2026 capital budget with updated repair/replacement costs
- ☐ Identify preventive maintenance items for Q1–Q2 2026
- ☐ Schedule a Six Star Lunch & Learn for your property team

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