

## Commercial Exterior Maintenance Checklist

A property manager's year-round checklist for keeping a commercial exterior clean, safe, and presentable across the seasons.

### Monthly

- Storefront and entry glass cleaned
- Sidewalks and entry swept and washed
- Litter and debris cleared from the property
- Facade and entry checked for graffiti or fresh stains
- Dumpster pad and enclosure rinsed down

### Quarterly

- Full exterior window cleaning
- Soft-wash high-touch facade areas and entries
- Pressure-wash walkways, stairs, and high-traffic concrete
- Parking lot power-sweep
- Inspect and clear drains and catch basins

### Seasonal

- Spring: wash off pollen and winter grime
- Summer: check shaded/north walls for algae and mildew
- Fall: clear gutters and stay ahead of leaf fall
- Winter: remove salt and ice-melt residue once the season breaks

### Annual

- Full-facade soft wash
- Gutter and downspout service and flow check
- Re-stripe faded lot markings, ADA stalls, and fire lanes
- Roof soft-wash inspection and treatment as needed