



Are you consistently utilizing a property maintenance checklist? The end of the season is a great time to assess your property maintenance and repair for the offseason. Consistently using a property maintenance checklist may help you avoid unnecessary claims in the future.

Below is an example checklist you may consider implementing into your daily property inspections.

| Location | Yes | No | N/A |
|---|------------|-----------|------------|
| Is the property's address clearly visible from the roadway? | | | |
| Is the parking lot properly striped, free of any potholes and/or other debris or hazards? | | | |
| Is there proper lighting in the parking lot and walkways? | | | |
| Are there cracks in the pavement that need to be repaired? | | | |
| Is there a trash dumpster on-site and clearly marked? | | | |
| Are ash trays available near entrances? Or are "No Smoking" signs posted? | | | |
| Building Exterior | Yes | No | N/A |
| Are all entrances and exits properly marked? | | | |
| Is the building's roof in good shape? | | | |
| Is the exterior siding in good shape? | | | |
| Are "No Smoking" signs posted? | | | |
| Are emergency exits clearly marked and free of obstructions? | | | |
| Is there sufficient lighting on the building's exterior? | | | |
| Are there any cracks in the building's exterior walls? | | | |
| Are combustible materials kept away from the building? | | | |
| Are the gutters free of debris? | | | |
| Landscaping & Grounds | | | |
| Are there any dead trees on the property? | | | |
| Are mowers/trimmers kept on-site in a locked storage building? | | | |
| Electrical Systems | Yes | No | N/A |
| Are all electrical boxes, outlets and switches properly covered? | | | |
| Are electrical panels properly covered and latched? | | | |
| Are electrical panels free of obstructions? | | | |
| Are extension cords used for temporary uses only? | | | |
| Do any extension cords run through walls, ceilings or doors? | | | |
| Are there any frayed wires in the building? | | | |
| Do all outlets located within 6 feet of sinks and exterior doors include ground fault circuit interrupters (GFCIs)? | | | |
| Is there a lockout procedure in place? | | | |
| Fire Protection | Yes | No | N/A |
| Are there any combustibles stored in the boiler room? | | | |
| Are all smoke alarms functional and tested regularly? | | | |
| Is smoking prohibited in the building? | | | |
| Are portable fire extinguishers readily available? | | | |
| Are fire extinguishers inspected regularly? | | | |
| Are fire evacuation diagrams posted throughout the building? | | | |
| Are there "EXIT" signs posted above exterior doors? | | | |
| Are flammable and combustible liquids properly tagged and stored? | | | |

| Heating/Cooling System | Yes | No | N/A |
|---|------------|-----------|------------|
| Is the boiler room kept locked? | | | |
| Are there any combustible objects kept near heaters? | | | |
| Are filters replaced regularly? | | | |
| Are heating and cooling ducts free of obstructions? | | | |
| Is the heating/cooling system set back when the building is unoccupied? | | | |
| Housekeeping | Yes | No | N/A |
| Are refrigerators emptied and cleaned at end of season? | | | |
| Are all combustible and flammable liquids stored properly? | | | |
| Is there any combustible storage in unprotected attics or crawl spaces? | | | |
| Are cabinets and containers containing chemicals properly labelled? | | | |
| Are spill-containment materials readily available in case of a spill? | | | |
| Are Safety Data Sheets (SDS) available for hazardous substances? | | | |

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