

Year-End Maintenance Checklist for Condo Managers

Exterior Maintenance

- ☐ Inspect roofs, gutters, siding, balconies, and railings
- ☐ Repair small issues now to avoid major winter damage
- ☐ Check drainage systems to prevent water damage

Emergency Preparedness

- ☐ Test alarms and extinguishers
- ☐ Inspect generators and backup systems
- ☐ Update emergency contacts and first-aid supplies

Insurance & Documentation

- ☐ Verify building insurance coverage is updated for any new assets or improvements
- ☐ Confirm HOA/condo documents (bylaws, policies, emergency plans) are current
- ☐ Store all documents in a centralized, accessible system (like BuildingLink)

Interior & Common Areas

- ☐ Test emergency lighting and HVAC systems
- ☐ Deep-clean lobbies, carpets, and gym areas
- ☐ Inspect elevators and accessibility features

Communicating With Residents

- ☐ Notify residents of repairs, closures, or inspections
- ☐ Send emergency procedure reminders

Vendor & Contract Review

- ☐ Review upcoming renewals for landscaping, snow removal, pest control, cleaning, elevators, and security
- ☐ Confirm vendors have current insurance certificates

Work Orders & Maintenance Logs

- ☐ Review unresolved maintenance requests
- ☐ Identify repeat issues or units with frequent problems
- ☐ Update logs for all repairs completed this year

Seasonal Considerations by Climate

All Climates

- ☐ Clear gutters, inspect roofs after leaf season
- ☐ Check HVAC and storm preparedness

Cold-Climate Communities

- ☐ Prep snow removal, insulate pipes, test boilers
- ☐ Repair walkways before freeze-thaw damage
- ☐ Stock ice melt

Warm-Climate Communities

- ☐ Adjust irrigation, clean roof drains, and winterize pools
- ☐ Trim landscaping to prevent storm damage