



Spring Maintenance Checklist



CLEAN WINDOWS

After a long winter of harsh weather, it's time to clean the grime that has accumulated on your building's windows and let the light in.



SERVICE HEATING & AIR UNITS

Hire a commercial service company to inspect and service your rooftop unit (RTU). At minimum maintenance should including:

- Inspection of ducts for damage and leaks
- Replacement of RTU filters
- Service and clean coil units



INSPECT EXTERIOR LIGHTING TIMERS & LAMPS

While the days are getting longer, take the opportunity to ensure your exterior lighting is operational. and efficient. At minimum maintenance should include:

- Inspection of exterior lighting
- Bulb replacement (where necessary)
- Reset or install timers for maximum energy efficiency



ESTABLISH WATERING SCHEDULE

With rainy days in the past, it's time to establish a watering schedule for the spring and summer months. Be sure to confirm it's compliant with your local Water Utility District.



RESET LIGHTING OCCUPANCY SENSORS

Occupancy sensors are designed to turn lights off after movement has stopped in the room (usually 30 to 60 seconds). Ensure your sensors are working properly to ensure electricity is not being used longer than necessary - this will save you money on your electric bill.