

# Awaken Your Building

## Your Spring Reset Checklist

Use this checklist to spruce up your facility, inside and out, after winter. Break tasks into small, achievable actions and get your team involved!



### OUTSIDE:

- Hire your lawn and landscaping service
- Set up irrigation service
- Pull weeds, mulch, trim shrubs
- Fertilize flowerbeds and lawn
- Inspect parking lot for winter damage & repair
- Inspect sidewalks and walkways for trip hazards
- Paint curbs and handicap areas
- Wash windows inside and out
- Check exterior doors and hardware
- Pressure wash and clean high traffic areas
- Clean out roof drains and gutters
- Yard and trash deep clean
- Ensure adequate lighting is working properly
- Check outdoor seating and furniture

### TIPS:

- Establish a regular maintenance schedule to keep your building refreshed
- Get your team involved - spring cleaning is a change to build pride in your facility
- Address items that could impact staff or guest safety

### INSIDE:

- Wipe down walls in high traffic areas & baseboards
- Steam clean carpet or tile
- Restock first aid kits
- Declutter spaces and storage areas
- Touch up paint where needed
- Replace stained or damaged ceiling tiles
- Ensure adequate lighting is working properly
- Test emergency lighting and exit signs
- Replace worn floor mats and runners
- Refresh guest facing decor
- Dust high surfaces: light fixtures, vents, window ledges, etc.
- Review fire extinguishers and inspection tags

### EQUIPMENT:

- Schedule HVAC preventive maintenance for summer readiness
- Turn off winter mechanicals and prepare for summer storage (if temperatures allow)
- Check water heaters for leaks or frozen pipe damage
- Test thermostat and controls