



Revised - September 2023

Annual Maintenance and Facility Responsibilities	
January	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule professional inspection and service on all furnaces, air conditioning units, and roof-top units. <input type="checkbox"/> Replace furnace filters and any other systems with filters that require attention
February	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule professional hood ventilation system cleaning (if applicable) <input type="checkbox"/> Date dependent: Schedule backflow prevention valve testing and certification with a certified vendor. <i>Epcor to set a schedule for annual testing.</i>
March	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule annual property valuation, provided to the insurer every three years. <input type="checkbox"/> Date dependant: Ensure EFCL and insurance are updated with the new list of directors <i>following your AGM.</i> <input type="checkbox"/> Complete annual equipment inspections including all refrigeration and sound equipment.
April	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule professional sump pump inspection and testing <input type="checkbox"/> Spring Forward: Complete visual inspection of the exterior perimeter of the main building, ancillary buildings, and amenities <input type="checkbox"/> Clear eavestroughs and downspouts of any debris





May	<input type="checkbox"/> Schedule or complete window cleaning <input type="checkbox"/> Replace furnace filters (use filters with a lower MERV rating for A/C)
June	<input type="checkbox"/> Schedule professional sprinkler system inspection <input type="checkbox"/> Schedule or complete annual roofing inspection
July	<input type="checkbox"/>
August	<input type="checkbox"/>
September	<input type="checkbox"/> Replace furnace filters (use filters with a higher MERV rating throughout the cooler months) <input type="checkbox"/> Confirm snow removal contract (both parking lot and walkways) <input type="checkbox"/> Coordinate professional service of all rink equipment
October	<input type="checkbox"/> Fall Back: Complete visual inspection of the exterior perimeter of the main building, ancillary buildings, and amenities <input type="checkbox"/> Clear eavestroughs and downspouts of any debris <input type="checkbox"/> (Re)secure weatherstripping on all exterior doors to ensure weather proofing and pest protection. <input type="checkbox"/> Schedule or complete window cleaning, if necessary
November	<input type="checkbox"/> Schedule professional inspection of fire protection system including alarm panel, smoke and heat detectors, and emergency lighting





	<input type="checkbox"/> Complete professional annual service and recertification of all fire extinguishers
December	<input type="checkbox"/> Schedule professional inspection of the security system <input type="checkbox"/> Schedule professional inspection of the lift/elevator (if applicable)

*****Essential Daily Visit** - Please ensure that you visit your hall and/or facility site everyday, especially during the colder months. *Use all your senses.* Walk through the interior. Do you smell anything out of the ordinary? Does the temperature feel right? Do you see any signs of a leak? Do you hear running or dripping water?***

Notes on the Four Main Systems or Areas of Building Maintenance

HVAC

- Annual system inspection and cleaning
- Ensure vents are clean and not covered. Vacuum out the floor vents and covers once a year.

Plumbing/Water

- Leaks! Fix leaks immediately including dripping taps and running toilets. Pay close attention to water staining on ceiling tiles, walls, or floors.
- Manually clear sink drains once a year
- Do you have a grease trap in your kitchen? If so, it needs to be cleaned regularly. The City of Edmonton can advise on the most appropriate schedule.
- Do you know where your main shut off valve is? In the event of a flood or backup, you will want to know ahead of time
- Back flow valve annual inspection - call EPCOR if you aren't sure when yours is due
- Outdoor hose connections and shut off valves - where are they located?

Electrical

- Replace lamps (interior and exterior) when necessary, ideally using the same electrician, so they are familiar with your hall and inspecting/noticing changes at the same time





- Ever had your electrical panels checked and/or upgraded? If your building is older, like so many within the League portfolio, it may be worthwhile.
- Control systems - smart thermostats, lights on timers, and otherwise - require the batteries changed (if necessary) and/or a visual check twice a year
- Solar panels may not need much attention other than keeping them clear of debris. However, the attached systems require maintenance and upkeep.

Structural

- Doors, windows, flooring, and/or walls cracking could be from building shifting or settling. Some of this is expected and natural, but be sure to bring it to the attention of the board and a professional when necessary.
- Keep all doors well maintained and closing properly i.e. ice build up, crushed rock from sidewalks in the winter, renters propping them open and then they don't fully close. A closed door is vital to the fire protection system of your building.
- Grade level and slope on your building will sink over time, note as part of your bi-annual walk around the building and property. A professional assessment may be necessary to ensure the foundation is stable and structurally sound.
- Keeping the grass, weeds, landscaping issues or needs tended to is essential.