



Suggested Maintenance / Service List

As a courtesy to our clients, we would like to remind you that there are many parts of your building that may require routine maintenance and/or service. Some of the typical items are listed below. We would also like to remind you to refer to the product literature and/or product warranty information provided to you upon the conclusion of your project for various equipment and components of your building.

State of Minnesota Required Annual Inspections

- Annual fire protection system inspection
- Annual elevator inspection
- Annual RPZ valve inspection on lawn irrigation system
- Annual fire extinguisher inspection

Note – Additional or more frequent inspections may be required by State and/or City regulating authorities or by your specific insurance carriers requirements based on your type of business.

Below is a list of some maintenance/service requirements that may apply to your facility.

- Blacktop seal coating/repairs
- Maintain positive drainage away from building due to settling
- Irrigation system – winterizing & spring start up
 - Note – hard water overspray from irrigation system may cause chalking and/or staining on walls – sprinkler heads may need to be adjusted to avoid or minimize
- Landscape maintenance and watering
- Lawn and plant care
- Exterior concrete – avoid use of salt products on surfaces of exterior concrete
- Exterior wall treatments – i.e. sealers, paints, caulking
- Repaint exposed steel surfaces
- Reseal/refinish weathered or worn wood surfaces
- Regular inspections of roof conditions (i.e. surface condition, damaged areas, joints, edges, expansions, contractions, all roof penetrations, etc.)
- Sealant at panel to panel joints, window and/or frames, roof penetrations
- Keep roof downspouts and roof drains free from all obstructions including ice, debris, etc. Salt blocks placed at the drains in the “freeze/thaw” periods can help keep the roof drainage flowing
- Repainting, maintenance, and service of exterior & interior hollow metal doors and frames, exposed steel surfaces
- Door hardware maintenance
- Cleaning of interior and exterior glazing and frames
- Overhead door maintenance and service
- Care of floor, ceiling, wall, and decorative or special finishes

(Continued...)

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- Dock equipment
- Appliances
- Safety equipment
- Blinds and shades
- Demountable partitions
- Specialized furnishings
- Pre-engineered buildings
- Hoists and cranes
- Elevators and lifts
- Fire protection
- Plumbing
- HVAC
- Compressed air piping
- Smoke EVAC systems
- Electrical
- Smoke detectors – check batteries
- Exit lights – check batteries
- Security and/or fire sprinkler monitoring system testing

The above list is not to be construed to be a complete list for all facilities, as each building is unique. The above is for informational purposes only. Occasionally, we update this list, which can be found electronically on our website under our “Resources Page” at www.APPRODEVELOPMENT.com.

If you have any questions or need assistance with anything related to your facility, please don't hesitate to contact us. Your relationship with us is of utmost importance and we thank you for your business.

Sincerely,

APPRO DEVELOPMENT, INC.