

# Spring - Seasonal Checklist

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With the advent of lovely weather, spring is a perfect time to dust off those Risk Management Plans.

## OUTSIDE

- ✓ Walk around the property and develop a sense of what needs to be done concerning repairs to buildings, walkways, entrances and exits, steps and parking areas.
- ✓ Create two lists, one of things that need to be done immediately and with the second list consisting of those that might wait.
- ✓ Items needing immediate attention could be broken steps, loose handrails, debris that needs to be collected and removed, cracks in the walkways or parking lot and any conditions that can cause physical injury.
- ✓ The second list should be accomplished as soon as possible after the elements that can cause physical injury are corrected. Check the roof, gutters, flashing, deterioration of concrete and seals around windows and doors.
- ✓ Its also a good time to service any equipment used to maintain the premises if it was not done in the fall.

## INSIDE

- ✓ Arrange for service, replacement or additional fire extinguishers.
- ✓ Check all lightning for proper functioning and/or replacement of fixtures or burnt out bulbs.
- ✓ If there are building related systems such as sprinklers or alarms systems, have the necessary water flow tests as well as circuit testing for all alarms conducted.
- ✓ Every season is a good time to check all of the electrical and plumbing systems and to repair immediately any damage that might have taken place since the last walk-thru.

## PLANNING

- ✓ If there are plans for any construction projects small or large now is a great time to make all the arrangements including proper selection of contractors. See our publication [Dealing with Outside Contractors](#) on our Web site.
- ✓ Produce, distribute and discuss the report on Risk Management initiatives you have accomplished, as well as those scheduled for a later date.