



Vacant Property Maintenance Checklist to protect and enhance your commercial property

Exterior

- Check your windows and doors for potential repairs needed.
- Replace screens that are torn or damaged.
- Maintain wall lamps, awnings, and marquees.
- Keep perimeter clear of trash, debris, and weeds.
- Maintain facade in good repair, paint if needed, and cover with protective coating.
- If fencing is established, make sure it is attractive and in good condition.
- Maintain gutters and downspouts, keeping them clear of debris or rusted material.
- Restore or remove any signage that has weathered or faded.
- Repair wall and repaint if needed if signs are removed.
- Keep parking spaces and lots clean and open to allow potential tenants to park and visit your site.
- Keep movable or temporary structures such as canopies, statues, etc., away from the public right-of-way unless you have obtained an encroachment permit from the Public Works Department.
- Inspect your roof for any damage and remove any plant life growing on the roof.
- Clean any bird, dog, or rodent waste on or near the exterior.
- Avoid posting flyers on windows or facades.
- Keep the sidewalk in front of your building clean and clear of debris or trash to make it safe for pedestrians.
- Maintain walkways used to access the building in good and safe condition.

Landscaping

- Maintain landscaping, keeping plants and flowers fresh and clean of trash and debris.
- Have landscape visible for public view to attract potential tenants to your site.
- Avoid overgrown bushes and plants that might encroach into the public right-of-way.
- Maintain irrigation system if there is one.

Interior

- Avoid covering windows completely with blank paper; keep upper half open to let sunlight into the space and allow prospective tenants to see views to the outside of the space.
- Consider painting or screening the window with decorations or graphics to attract potential tenants and improve “curb appeal”.
- Avoid storage of commercial, industrial, hazardous, or personal belongings to provide open space for potential tenants to see space.
- Avoid accumulation of broken material, garbage, refuse, and debris that might attract insects, roaches, and other vermin.
- Keep floor, walls, and ceilings clean and well maintained for safety and to attract tenants.
- Inspect plumbing and wiring periodically to ensure each is in working order and not damaged or a danger to your property.
- Leave lights on at night to attract potential tenants and deter criminal activity near your building.
- Maintain the HVAC system.
- Check that kitchen(s) and/or bathroom(s) are working and well maintained.
- Check fire alarm and sprinkler system.
- Secure any loose guards or panels.
- Check for visible leaks to prevent damage or rotting to your building.
- Notify the USPS or private delivery companies to discontinue delivery if the vacant space continues to receive mail for a previous tenant, thereby avoiding piling up of paper and materials.

Renovations

- Minimize public visibility of materials and equipment stored at your space related to construction improvements if possible.
- Consider posting a “business coming soon” window decal or business name to let the public know the space will soon be occupied.