



MAINTAINING YOUR NEW SPACE

Are you a new property owner? If so, we encourage you to consider the range of service needs, routine maintenance, and compliance tasks required to ensure your space remains beautiful and functional for years to come. To assist in your planning, we've provided the check list below:

- ✓ Office cleaning and janitorial services
- ✓ Carpet cleaning and replacement
- ✓ Painting/touch-up
- ✓ Window cleaning and glass repair
- ✓ Landscaping and lawn care
- ✓ Security systems and monitoring
- ✓ Roof maintenance and repair
- ✓ Parking lot maintenance
- ✓ Snow removal
- ✓ Plumbing/electrical services and repair
- ✓ Walk-off mat service
- ✓ Site lighting and light bulb replacement
- ✓ Suite improvements
- ✓ Signage maintenance and repair
- ✓ HVAC maintenance and filter replacement
- ✓ Door maintenance, locksmith services
- ✓ Water conditioning service
- ✓ Annual fire alarm and extinguisher inspection and certification
- ✓ Insurance and claim processing
- ✓ Garbage removal and recycling
- ✓ Emergency response contacts, plan and process
- ✓ Risk assessment and mitigation plan
- ✓ Data and connectivity services
- ✓ Tax assessment and dispute management
- ✓ Utility options and rates, including wholesale

We hope you find this list useful as you decide how best to maintain your space. Should you determine you don't have the time or resources to take care of these items on your own, our experienced property management team is ready to help. We manage all of these tasks and more for hundreds of tenants and building owners so our clients can focus on running their businesses. Our group buying power and volume allows us to negotiate the best rates, assuring you of great value. Also, we understand your physical facility represents a significant investment and you need it to perform well for you. It is a reflection of your company and your brand.

If you would like to learn more or discuss options for maintaining your new space, please give us a call at 616.295.4688.