
Winter Property Management Checklist

This thorough checklist will help you prepare for the upcoming winter season, ranging from winterization of facilities to communicating with residents. Use this checklist as a guide to successfully navigate your property through the colder months.

To use this checklist, click **File > Make a Copy**.

Winter Property Management Checklist

Maintenance

- ☐ Inspect and service heating systems
- ☐ Wrap and insulate exposed pipes
- ☐ Winterize plumbing by draining outdoor water lines
- ☐ Test water heaters
- ☐ Clear gutters and downspouts
- ☐ Inspect roofs for damage or leaks
- ☐ Service and test snow removal equipment
- ☐ Stock up on salt and sand
- ☐ Check fire suppression systems

Administrative

- ☐ Update vendor contracts
- ☐ Schedule routine property inspections
- ☐ Adjust staff schedules for winter needs
- ☐ Budget for winter expenses

- ☐ Organize emergency contact information

Resident communication

- ☐ Send a winter readiness newsletter
- ☐ Share cold-weather maintenance tips
- ☐ Provide visitor management instructions
- ☐ Announce snow removal plans
- ☐ Distribute holiday fire safety reminders

Outdoor area preparation

- ☐ Inspect and repair walkways and paths
- ☐ Lay down salt or sand to prevent ice buildup
- ☐ Winterize outdoor amenities like furniture and grills
- ☐ Maintain parking lots and driveways
- ☐ Secure and test outdoor lighting
- ☐ Trim trees and shrubs

Emergency preparedness

- ☐ Review and update emergency plans
- ☐ Stock emergency supplies
- ☐ Test backup systems like generators and sump pumps
- ☐ Create a communication plan for emergencies

