

As summer comes to an end, it's time to prepare your facility for fall and winter. The following fall and winter maintenance tasks are critical to preparing for—and weathering—the coming seasons.

If you or your facility staff needs assistance with any of these projects, the FM360 team is here to help.

FM360 facility professionals are available for temporary staffing, or longer-term facility maintenance agreements.

Either way, let's make sure you're ready for the colder weather by reviewing these critical maintenance jobs:

BUILDING MAINTENANCE:

- Roof inspection:** Have a qualified contractor thoroughly inspect your roof for leaks or other damage. We recommend adding your roof to a preventive maintenance program, to not only extend its lifespan, but to also catch potential leaks before they cause water damage inside the facility.
- HVAC systems:**
 - Have your system thoroughly cleaned and tuned by a qualified contractor (this should be performed annually).
 - Make sure all pipes and fittings are properly insulated.
- Building envelope:** Repair cracked or damaged caulking around windows and doors to prevent warm air from escaping. One of the biggest areas of heat loss occurs around windows and doors that are not properly sealed.
- Lighting:** Have all interior and exterior lighting inspected to identify the need for replacement or repair, as well as to determine if an upgrade will result in a cost savings on utility bills. Utilizing LED lighting will also cut labor and material costs by not having to purchase as many bulbs, and not having to pay someone to change them as often.
- Contracting for roof snow removal:**
 - If you need to remove snow from the roof, solicit the services of a qualified contractor (follow OSHA guidelines). This is a specialized service and should not be handled by amateurs!
 - Inspect roof drains to ensure that they are clear of snow and ice.

OUTSIDE AND GROUNDS:

- Parking lot and sidewalk repairs:** keeping these areas well-maintained can prolong their life and keep them from becoming a hazard. We recommend adding these two areas to a preventative maintenance program, which ensures small repairs are made quickly, preventing the need for a total parking lot or concrete replacement.
- Landscaping:**
 - Do you contract for your landscaping needs? You can utilize FM360's buying power to secure better pricing than you'd get on your own.
 - Is your landscaping updated and maintained? Visually pleasing landscaping makes a statement to your customers, and impacts employee morale.
- Snow removal:**
 - Will you be contracting for plowing and salting? You can utilize FM360's buying power to secure better pricing than you'd get on your own.
 - Clear sidewalks and building entry points of snow and ice.
 - Clear fire lanes and emergency exits of snow and ice.
 - Make sure your fire protection equipment (hydrants, control valves, etc.) remain accessible.

THE FM360 FACILITY TEAM IS ON-CALL & READY TO ASSIST WITH YOUR FACILITY NEEDS

Whether you are looking to supplement your current team with on-call service or maintenance, or if you require a comprehensive facilities management package, FM360 has options to meet your needs:

1 TOTAL FACILITY (MAINTENANCE & MANAGEMENT):

One-call access to a dedicated FM360 Property Manager for all building service needs and total facilities management, maintenance and service coverage.

2 SUPPLEMENTAL MAINTENANCE:

For facilities who only require supplemental help to assist an in-house team, we've got you covered.

3 MAINTENANCE-ONLY COVERAGE:

Pay a stable, fixed annual cost for targeted major systems service, such as HVAC system maintenance and service, roof maintenance, or parking lot and landscape maintenance.

4 TIME AND MATERIALS:

For basic, on-call service and maintenance.

For more information, contact the FM360 team:
866.720.2700 or **FM360@RLGBuilds.com**

A member of our team will visit your site to provide a facility operation and maintenance assessment and determine the cost-savings available through the FM360 Program.

