

PARKING LOT & EXTERIOR MAINTENANCE CHECKLIST

(Monthly Walkthrough)

Monthly Exterior Walkthrough

For the Month of, Date

TASK	STATUS
Walk the full parking surface. Mark and photograph all new cracks, potholes, spalling, heaving, or crumbling pavement edges.	
Check for standing water or ponding areas that indicate drainage problems. Water infiltrating cracks accelerates pavement failure through freeze-thaw cycles.	
Inspect all storm drains, catch basins, and drainage grates. Clear debris, leaves, and sediment. Confirm water flows freely through each drain.	
Check all parking lot lighting: pole lights, wall packs, bollard lights, and under-canopy fixtures. Note any burned-out, flickering, or dim fixtures for replacement.	
Inspect all sidewalks, curbs, and walkways for trip hazards: raised joints, cracked sections, heaving, or settlement greater than ¼ inch. Mark and flag immediately.	
Verify ADA accessible parking spaces: count, signage height and visibility, pavement markings, access aisle width (60 inches minimum), and smooth path to building entrance.	
Check all signage: directional arrows, stop signs, speed limit, fire lane markings, handicap signs, and building identification. Replace any faded, damaged, or missing signs.	
Inspect building exterior: walls, siding, stucco, or brick for cracks, water stains, peeling paint, mold, or damaged sections.	
Check all exterior doors, frames, and hardware for proper operation, weather stripping, and secure closure.	
Inspect dumpster area: enclosure condition, gate operation, pad cleanliness, and proper lid closure. Dumpsters should be at least 50 feet from building entrances.	
<i>Additional Task:</i>	

Instructions:

Walk the entire property at least monthly. Trip hazards on sidewalks and in the parking lot are the #1 source of premises liability claims for commercial properties. Flag and repair any raised pavement joint or surface crack greater than ¼ inch immediately. ADA accessible space deficiencies are a federal violation and can trigger complaints at any time.

PARKING LOT & EXTERIOR MAINTENANCE CHECKLIST

(Spring Seasonal Maintenance)

Spring Seasonal Maintenance

Date

TASK	STATUS
Assess winter damage to all paved surfaces. Map every crack, pothole, and pavement edge failure caused by freeze-thaw cycles. Prioritize repairs by severity and location.	
Schedule crack sealing for all cracks ¼ inch or wider before spring rains. Water penetration through unsealed cracks is the single biggest cause of pavement failure.	
Schedule pothole repairs. Hot-mix asphalt patching is preferred over cold patch for durability.	
Evaluate whether the parking lot needs sealcoating (recommended every 2–3 years). Spring or early summer is the ideal time (requires 50°F+ for 24 hours).	
Assess line striping condition: parking stalls, fire lanes, crosswalks, directional arrows, ADA spaces. Schedule restriping if faded or unclear.	
Clean the entire parking lot: sweeping, debris removal, and pressure washing of sidewalks, entrance areas, and building exterior.	
Inspect landscaping: trim overgrown vegetation away from building walls and walkways. Remove dead plants. Mulch beds. Check irrigation system startup.	
Verify all exterior lighting operates correctly after winter. Replace bulbs, clean lenses, and check photocell timers for daylight savings time adjustment.	
Inspect exterior signage and wayfinding. Replace or repaint any signs damaged by winter weather.	
Check the building foundation perimeter for signs of settlement, cracking, or water intrusion. Grading should slope away from the building at minimum 1 inch per foot for the first 6 feet.	
<i>Additional Task:</i>	

Instructions:

Complete in March–April. Spring is your window to repair winter damage before it gets worse. Water penetrating through unsealed cracks is the single biggest cause of pavement failure – seal cracks before spring rains. Sealcoating requires 50°F+ for 24 hours and is best done in late spring or early summer.

PARKING LOT & EXTERIOR MAINTENANCE CHECKLIST

(Fall Seasonal Maintenance)

Fall Seasonal Maintenance

Date

TASK	STATUS
Conduct a full pavement condition survey before winter. Prioritize and complete all crack sealing and patching before the first freeze.	
Clear all storm drains, catch basins, gutters, and downspouts of leaves and debris. This is critical — clogged drainage + winter rain/snow = flooding and ice damage.	
Inspect and repair any curb or sidewalk trip hazards before they become hidden under snow and ice.	
Schedule a full leaf cleanup of the parking lot, sidewalks, and landscaped areas. Multiple cleanups may be needed as leaves continue falling.	
Check all exterior lighting for proper operation. Days are getting shorter — ensure parking areas are fully lit during business hours.	
Inspect and winterize the irrigation system: blow out lines, shut off water supply, drain backflow preventer.	
Inspect the building envelope: caulk gaps around windows, doors, and utility penetrations. Check weather stripping.	
Review snow and ice removal contracts. Confirm vendor, trigger depth, response time, de-icing materials, and liability coverage.	
Verify salt/sand storage is stocked and accessible. Confirm snow plow damage responsibility is addressed in your vendor contract.	
Identify and mark any obstacles (curbs, bollards, fire hydrants, landscape islands) that may be hidden under snow to prevent plow damage.	
<i>Additional Task:</i>	

Instructions:

Complete in September–November before the first freeze. Every crack and pothole you leave unsealed going into winter will be worse by spring. Clear all drains before fall rains and winter snow. Confirm your snow removal contract early — vendors book up fast in September and October.

PARKING LOT & EXTERIOR MAINTENANCE CHECKLIST

(Quarterly Maintenance)

Quarterly Safety & ADA Audit

from to

TASK	1ST	2ND	3RD	4TH
Conduct a full ADA compliance check of all accessible parking spaces. Verify: correct quantity (1 per 25 standard spaces, minimum), van-accessible space(s), signage (60 inches minimum height), access aisle (60 inches wide), firm and level surface, and accessible route to building entrance.				
Walk all pedestrian pathways and crosswalks. Check for trip hazards, faded markings, and surface transitions between asphalt and concrete that could catch wheelchair wheels or cause falls.				
Check all fire lane markings and signage. Fire lanes must be clearly marked, unobstructed, and accessible at all times. Faded markings are a fire code violation.				
Test all exterior emergency lighting and exit signage. Confirm they illuminate during a power interruption.				
Inspect all handrails, guardrails, and bollards for secure mounting, rust, and damage.				
Check the parking lot for abandoned vehicles, unauthorized signage, or encroachments.				
Inspect the perimeter fence/gate (if applicable) for damage, gaps, proper closure, and lock function.				
Review any slip-and-fall incidents or customer complaints from the previous quarter. Investigate root causes and address.				
<i>Additional Task:</i>				

Instructions:

ADA compliance is not optional. Non-compliant parking lots create federal liability exposure. The most common violations are faded or missing signage, incorrect space count, non-level surfaces, and missing access aisles. Slip-and-fall claims are the most common premises liability suit for commercial properties – documenting quarterly inspections is your proof of due diligence.

PARKING LOT & EXTERIOR MAINTENANCE CHECKLIST

Documentation and Compliance

Date

TASK	STATUS
Maintain an inspection log: date, inspector name, weather conditions, and all findings with photos and location noted on a site diagram.	
Keep records of all pavement repairs: date, contractor, location, material used, and warranty.	
File ADA compliance audit results. Document any deficiencies and corrective actions with completion dates.	
Document all snow and ice removal activities: date, time, contractor, areas treated, and materials used.	
Keep lighting maintenance records: bulb/fixture replacements, electrical repairs, and photocell adjustments.	
Track all slip-and-fall incidents and customer complaints with date, location, conditions, and resolution.	
File insurance certificates for all exterior maintenance vendors (landscaping, snow removal, paving contractors).	
Retain all exterior maintenance records for a minimum of 5 years for liability protection, insurance claims, and property valuation.	
<i>Additional Task:</i>	

Instructions:

Documentation protects you in three scenarios: premises liability claims (slip-and-fall), ADA complaints, and property insurance claims. Photograph all findings during every inspection. Snow and ice removal records are critical – after a slip-and-fall on ice, the first question in litigation is whether you documented your response.