

# Self-Storage Facility Maintenance Checklist



## GENERAL MAINTENANCE

### **Inspect and Clean the Property**

Walk the property to check for any trash, debris, or hazards—clean common areas, including the office, restrooms, and hallways.

### **Inspect for Signs of Moisture**

Look for indications of roof leaks, moisture migration through walls, mold/mildew growth, or other signs that water may be entering your building. Check for problem areas where the relative humidity is too high, which could lead to mold.

### **Landscaping and Exterior Maintenance**

Mow lawns, trim bushes, and remove weeds. Inspect the exterior for any damage or vandalism.

### **Pest Control Inspection**

Conduct or schedule a professional pest control inspection to prevent infestations.

### **Lighting Check**

Ensure all exterior and interior lights are functioning properly. Replace any burnt-out bulbs. Pro tip: make the switch to LED lighting for even more energy savings.

### **Signage and Visibility**

Check all signage for visibility and wear. Clean or replace as necessary.



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## STRUCTURAL INTEGRITY & MAJOR SYSTEMS

-  **Comprehensive Building Inspection**  
Conduct a thorough inspection of the building's structure, looking for signs of wear and tear, structural damage, or potential issues that need repair.
-  **Roof Inspection and Maintenance**  
Have a professional inspect the roof for leaks, damage, or weak spots and perform necessary repairs or replacements.
-  **HVAC System Servicing**  
Schedule professional servicing of the HVAC systems to ensure they run efficiently and to prevent future breakdowns.
-  **Update or Upgrade Security Systems**  
Evaluate the effectiveness of the current security systems, including cameras, alarms, and access control systems, and upgrade as necessary.

## OPERATIONAL EFFICIENCY & SUSTAINABILITY

-  **Energy Efficiency Audit**  
Conduct or hire an energy efficiency audit service and implement recommended changes to reduce energy consumption.
-  **Sustainability Initiatives**  
Evaluate opportunities for implementing sustainability initiatives, such as solar panels, LED lighting upgrades, or recycling programs.



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## STRUCTURAL & UNIT MAINTENANCE

-  **Unit Inspections**  
Inspect a selection of storage units for leaks, damage, or signs of unauthorized use.
-  **Roof and Gutter Check**  
Inspect roofs and gutters for damage or blockages. Clean gutters to prevent water damage.
-  **Door and Lock Functionality**  
Test unit doors and locks to ensure they open, close, and lock securely.
-  **Plumbing and Electrical Systems**  
Check plumbing fixtures for leaks and test electrical outlets and switches for proper operation.



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## CLIMATE CONTROL & ENVIRONMENT SYSTEMS

-  **HVAC Inspection**  
Perform a basic inspection of HVAC systems for signs of wear or inefficiency. Schedule professional maintenance if required.
-  **Check Dehumidifiers**  
Inspect dehumidifiers to ensure they are working correctly and efficiently. Empty water containers if needed.
-  **Replace filters**  
Regularly change the air filters in the dehumidifiers and HVAC systems (every 3-6 months is recommended) to protect equipment and your facility from dust, mold spores, and other airborne particulates.
-  **Monitor Temperature and Humidity**  
Check temperature and humidity levels in climate-controlled units to ensure they are within the desired range. Less than 60% is essential to prevent mold.
-  **Climate-Control System Review**  
Perform a detailed review of climate-control systems, including dehumidifiers, and consider upgrades to more efficient models if necessary.
-  **Pest Control Audit**  
Conduct an annual audit of pest control measures and effectiveness, adjusting strategies as needed.



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## SAFETY & COMPLIANCE

-  **Fire Safety System Inspection**  
Ensure all fire safety equipment, including extinguishers, sprinklers, and alarms, are inspected and serviced by professionals to meet local regulations.
-  **Electrical System Inspection**  
Have a certified electrician inspect the electrical system to ensure it is up to code and operating safely.
-  **Plumbing System Inspection**  
Inspect plumbing for leaks, clogs, or wear and schedule repairs or upgrades as needed.
-  **Compliance Check**  
Review and ensure compliance with all local, state, and federal regulations affecting self-storage facilities, including environmental regulations.
-  **First Aid Kits**  
Check first aid kits for expired or used items and replenish them as necessary.
-  **Emergency Exit Signs**  
Ensure all emergency exit signs are visible and illuminated.



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## CUSTOMER SERVICE & ADMINISTRATION

-  **Review Feedback**  
Go through customer feedback for any maintenance-related complaints or suggestions.
-  **Update Maintenance Records**  
Document all inspections, repairs, and maintenance activities for future reference.
-  **Staff Training**  
Conduct regular training sessions with staff on emergency procedures and daily maintenance tasks.

## AESTHETICS & CUSTOMER EXPERIENCE

-  **Exterior Painting and Repairs**  
Assess and address any needs for exterior painting, siding repair, or other cosmetic updates to maintain the facility's appeal.
-  **Landscaping Upgrade**  
Review and upgrade landscaping to improve curb appeal and ensure proper drainage and erosion control.
-  **Signage Update**  
Evaluate the condition and visibility of signage and make replacements or enhancements as needed.



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## SECURITY SYSTEM

-  **Test Security Cameras**  
Verify that all cameras are operational and provide clear images. Check for any blind spots that may need coverage.
-  **Alarm Systems Check**  
Test alarm systems and door alarms to ensure they function correctly.
-  **Gate and Access Control**  
Test electronic gates and access control systems for proper operation. Ensure that entry and exit codes are functioning as expected.

## DOCUMENTATION & PLANNING

-  **Maintenance Record Review**  
Review all maintenance records from the past year to identify recurring issues or areas needing attention.
-  **Budget Planning for Repairs and Upgrades**  
Based on the maintenance review and inspections, plan and budget for necessary repairs, replacements, and upgrades.
-  **Disaster Preparedness Review**  
Update your disaster preparedness and emergency response plans based on the latest risk assessments and best practices.

