Holiday Facilities Checklist

HVAC & Heating

- Inspect, clean, or replace filters
- Verify the thermostat settings
- Seal leaks around ducts, windows, and doors

Lighting

- Light parking lots, walkways, and entrances
- Check high-traffic interior areas
- Replace failed fixtures before the rush

Entrances, Floors, & Restrooms

- Address slip hazards inside & outside
- Confirm restrooms are fully working
- Plan snow removal & ice control

Water Systems

- Drain & flush unused lines
- Insulate exposed pipes
- Shut off exterior hose connections

Electrical & Backup Power

- Test backup generators
- Inspect wiring and panels
- Check holiday lighting and displays

Fire & Life Safety

- Verify fire suppression systems
- Keep emergency exits clear
- Check emergency lighting & exit signs

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