



Storage  
Commander

# Self-Storage and Facility Management Checklist

## Daily Tasks

### Security Check:

- Inspect all security cameras to ensure they are functioning.
- Verify that all access control systems (gates, doors) are operational.
- Walk through the facility to check for any suspicious activity or breaches.

### Cleanliness:

- Ensure common areas, hallways, and restrooms are clean.
- Check for and remove any trash or debris around the facility.
- Inspect units that have recently been vacated for cleanliness and readiness.

### Climate Control:

- Monitor temperature and humidity levels in climate-controlled units.
- Adjust settings if necessary to maintain optimal conditions.

### Maintenance:

- Perform a visual inspection of the facility for any immediate repair needs.
- Check lighting and replace any burnt-out bulbs.
- Ensure all fire extinguishers are in place and not expired.

## Weekly Tasks

### Security Review:

- Review security footage for any irregularities.
- Test alarm systems and ensure they are functioning properly.

### Facility Inspection:

- Conduct a detailed inspection of all units, noting any damage or maintenance needs.
- Inspect the exterior of the facility, including fences, gates, and signage.

### Inventory Check:

- Update inventory records for available units.
- Ensure all units are accurately listed on the facility's management software.

### Cleaning:

- Deep clean high-traffic areas and restrooms.
- Schedule pest control services if necessary.

## Monthly Tasks

### Maintenance:

- Perform a thorough inspection of HVAC systems and schedule maintenance if needed.
- Check and clean gutters, drains, and roofs.
- Inspect and maintain any landscaping around the facility.

### Financial Review:

- Review monthly financial reports and budget for facility management.
- Assess and update rental rates if necessary.
- Plan for any upcoming major expenses or repairs.

### Facility Upgrades:

- Identify and plan minor facility improvements or repairs needed.

## Quarterly Tasks

### Security Audit:

- Conduct a full audit of all security measures.
- Update security protocols and training for staff.

### Compliance Check:

- Review local regulations and ensure compliance with facility standards.
- Update any necessary documentation or permits.

### Facility Upgrades:

- Plan and execute any significant facility improvements or upgrades.

### Market Analysis:

- Conduct a market analysis to understand competition and customer trends.
- Adjust facility management strategies based on findings.

## Annual Tasks

### Strategic Planning:

- Develop an annual plan for facility management, including goals and objectives.
- Review and update the facility's business plan.

### Budgeting:

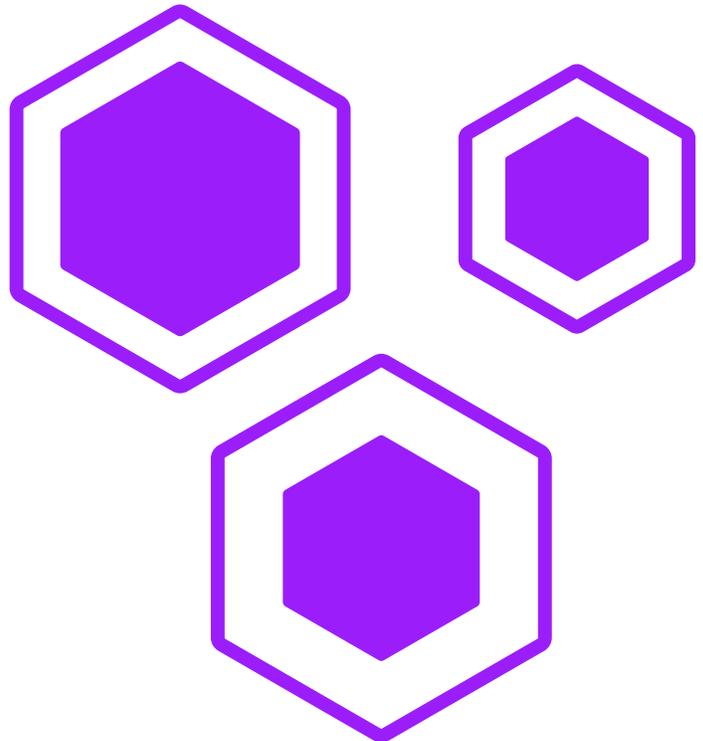
- Prepare an annual budget and forecast specifically for facility maintenance and improvements.
- Review past financial performance and adjust strategies as needed.

### Major Maintenance:

- Schedule and complete major maintenance tasks (roof repairs, repaving, etc.)

### Compliance Review:

- Conduct a comprehensive review of all compliance requirements and ensure the facility meets all standards.



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