Parking lot maintenance checklist

01 The visit

Property or lot

Date

Checked by (printed name)

02 Monthly

9 checks

CHECK	OK	FAIL	NOTE
Pavement: Walk the drive lanes and the spaces	☐	☐	
Cracks: Mark new cracks for the next sealing round	☐	☐	
Walkways and curb ramps: Sidewalks, curbs, and the route from the accessible spaces to the entrance	☐	☐	
Drainage: Catch basins, inlets, trench drains; look for ponding after rain	☐	☐	
Lighting (after dark): Every pole light and wall light on; timers and photocells right for the season	☐	☐	
Signs: Stop, one-way, fire lane, accessible and van accessible signs	☐	☐	
Accessible spaces: Space, access aisle, sign, surface	☐	☐	
Wheel stops, bollards, speed bumps: Each one in place and anchored	☐	☐	
Litter and spills: Trash, glass, oil and fuel spills, abandoned items	☐	☐	

03 Seasonal

7 checks

CHECK	OK	FAIL	NOTE
Spring: Winter damage walk: potholes, plow scrapes on curbs and islands, broken wheel stops and signs	☐	☐	
Spring: Sweep up winter sand and salt; clear it out of the drains	☐	☐	
Spring or fall: Crack sealing, with dry pavement and moderate temperatures	☐	☐	
Spring: Landscape islands: irrigation heads not spraying the pavement; roots not lifting curbs	☐	☐	
Summer: Permanent pothole repairs with hot mix; sealcoating and restriping when the weather suits the product	☐	☐	
Fall: Leaves out of the drains; stakes at curbs, islands, hydrants and drains for the plow	☐	☐	
Fall: Snow plan: contract signed, salt and sand stocked, snow storage areas marked away from drains, accessible spaces and sightlines at exits	☐	☐	

04 Winter: snow and ice

5 checks

CHECK	OK	FAIL	NOTE
Lot plowed and treated before opening; walkways and curb ramps first	☐	☐	
Accessible spaces, access aisles and curb ramps cleared	☐	☐	
Drains open so meltwater can leave	☐	☐	
A late-afternoon check for refreeze	☐	☐	
Snow piles not blocking sightlines at exits or crosswalks	☐	☐	

05 Defects and sign-off

Defects found, or no defects

Work orders written

Signature