

ANNUAL PLANNING

Annual Property Care Checklist

A season-by-season walk-through for pavement, landscaping, drainage, safety, and annual budgeting.

Annual property snapshot

Walk the property once each season and after major storms. Use photos from the same locations so changes are easy to compare.

Property _____

Date _____

Spring - reset and inspect

- ☐ Walk pavement for new cracks, potholes, edge failure, or winter damage.
- ☐ Check low areas and drains after rain for standing water.
- ☐ Remove winter debris from beds, pavement edges, and drainage paths.
- ☐ Define bed edges and note mulch or rock areas that need refreshing.
- ☐ Identify dead, damaged, crowded, or poorly placed plant material.
- ☐ Photograph priority areas before scheduling work.

Summer - protect and maintain

- ☐ Check asphalt color, surface texture, and existing sealed cracks.
- ☐ Keep vegetation from growing into pavement edges or sight lines.
- ☐ Review shrub shape and confirm pruning is appropriate for the plant and season.
- ☐ Watch for washout, erosion, weeds, and thin landscape material.
- ☐ Confirm high-traffic areas remain clean, visible, and safe.
- ☐ Review whether planned maintenance still fits the property's budget and use.

Fall - close gaps before winter

- ☐ Recheck pavement cracks before repeated freeze-thaw cycles.
- ☐ Clear leaves from pavement, beds, drains, and building edges.
- ☐ Document areas where water collects or crosses the pavement.
- ☐ Complete appropriate pruning and seasonal cleanup.
- ☐ Protect fresh work from leaf staining and debris buildup.
- ☐ List repairs that should be scheduled early next season.

Winter - plan and prioritize

- ☐ Review photos and notes from the year for worsening conditions.
- ☐ Separate safety concerns from appearance improvements.
- ☐ Create a realistic maintenance budget and priority order.
- ☐ Plan access, parking, tenant, customer, or event constraints.
- ☐ Request an assessment early for time-sensitive spring work.
- ☐ Confirm who will approve scope, schedule, and property access.

Annual priority plan

Sort observations into the three buckets below. Address safety and water entry first, then protect sound surfaces before appearance-only work.

1 - Act now		
2 - Schedule soon		
3 - Monitor / plan		
Appearance goal		

When to request an assessment

Ask for a professional look when damage is growing, water is reaching cracks or low areas, traffic safety is affected, or you need help staging work across a realistic budget. A clear assessment can prevent spending on the wrong treatment.