

Community Association Safety Checklist



A walk-through checklist for boards and property managers

Community associations see more foot traffic than most commercial buildings, so small hazards turn into claims faster. Use this checklist on a regular walk-through of your buildings and grounds. Every box left unchecked is a repair to schedule or a question for your property manager.

Walkways, Stairs and Parking

- ☐ Cracked, heaved or uneven areas in parking lots, sidewalks and walkways? Cracks over 1/4 inch or height changes over 1 inch get repaired right away.
- ☐ Handrails secure and stair treads free of wear, loose edges or damage?
- ☐ Exterior lighting adequate in every common area, and every fixture working?
- ☐ Enough de-icing material on hand for stairs, walkways and parking lots before the first snow or ice event?

Water and Building Damage

- ☐ Deteriorated areas, developing cracks or bulges anywhere in the building structure?
- ☐ Cracking or separation around doors and windows?
- ☐ Standing water near the foundation, on flat roofs or in low spots on the grounds?
- ☐ Signs of a hidden leak: stained or textured walls and ceilings, a musty smell, or visible mold or mildew?
- ☐ Roof and plumbing inspected at least every two years, with repairs made as needed?

Pool Area

- ☐ Pool fully fenced to local code, with self-closing, self-latching gates?
- ☐ Life-saving equipment in place and within easy reach of the water?
- ☐ Procedures that limit pool access to residents and their accompanied guests?

Grounds and Common Areas

- ☐ Overgrown, dying or leaning trees and shrubs that need trimming or removal?
- ☐ Fitness rooms, clubhouses, sport courts and play areas well maintained?
- ☐ Working smoke detectors and charged, inspected fire extinguishers in every indoor common area?

Recordkeeping

- ☐ A log of every resident complaint and work request, including how each one was resolved?
- ☐ Any open complaints or work requests not yet addressed?
- ☐ A written record of the board's or property manager's regular inspections?
- ☐ Repair records showing what was done, what it cost, who did the work, and a certificate of insurance from every contractor?

Why records matter

If a claim is ever filed against the association, a dated inspection log and repair history are the best evidence that the board acted reasonably. Keep them where the board and the property manager can both find them.