



RETAIL FACILITY MAINTENANCE CHECKLIST: CONCRETE & FLOORING EDITION

QUARTERLY WALK-THROUGH ITEMS

NOTES

- ☐ Inspect parking lot for cracks, potholes, or drainage issues.
- ☐ Check striping and signage for fading or wear.
- ☐ Walk all sidewalks and entryways for uneven slabs or trip hazards.
- ☐ Verify door thresholds (sliding doors, loading docks) are level and intact.
- ☐ Inspect in-store flooring for cracks, chips, or slippery areas.
- ☐ Collect employee or customer feedback on safety concerns.

ANNUAL OR SEMI-ANNUAL TASKS

NOTES

- ☐ Schedule restriping of parking lot if lines are faded or unclear.
- ☐ Sealcoat asphalt lots every 3–5 years.
- ☐ Review ADA compliance for entrances and walkways.
- ☐ Replace or repair worn thresholds in high-traffic zones.
- ☐ Refresh loading dock areas to handle heavy equipment wear.

BEST PRACTICES FOR FACILITY MANAGERS

NOTES

- ☐ Maintain a vendor log with preferred contractors for quick response.
- ☐ Keep a running list of repair needs across all locations.
- ☐ Schedule repairs during off-peak hours or overnight where possible.
- ☐ Budget for preventative maintenance to reduce emergency repairs.
- ☐ Document completed repairs with photos and receipts for records.

PRO TIP: Catching issues early reduces liability and prevents costly full replacements. Partner with a reliable contractor who understands the importance of quiet, disruption-free construction in retail environments.

NEED HELP WITH CONCRETE OR FLOORING MAINTENANCE ACROSS YOUR LOCATIONS?
QRC specializes in fast, low-disruption retail repairs. Call 682-402-4559 for a consultation today.