



Rain-Season Readiness: A Checklist for Buildings & Facilities

Area	Pre-Rain Season Tasks	Notes/Tips
Roof & Drainage	Inspect roof membranes, flashings, and joints; repair cracks or blisters	Pay special attention at penetrations (vents, HVAC, skylights)
	Clean gutters, downspouts, scuppers, roof drains	Make sure water is carried well away from the building
	Test overflow or backup drainage systems	In heavy storms primary drains may get overwhelmed
Exterior Building Envelope	Check door & window seals, weather stripping, caulking	Replace brittle or failed caulk as needed
	Inspect siding, masonry, and trim for signs of deterioration	Seal or repair cracks or joints
	Examine foundation and exterior ground grading	Ensure slopes direct water away from the building
Mechanical / Electrical Systems	Check site drainage (swales, French drains, stormwater grates)	Clear debris and verify flow paths
	Verify that rooftop equipment is secured and sealed	Check penetrations where wires and pipes pass
	Inspect interior ceiling and walls for signs of prior leaks or staining	Early signs may indicate weak spots

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Mechanical / Electrical Systems (cont'd)	Raise or protect mechanical/electrical gear in flood-prone areas	Use drip pans, barriers, or platforms
	Place absorbent mats at entries; keep spare mats ready	Be careful that mats do not become trip hazards
Interior Readiness	Ensure interior floor drains or trench drains are clear	A clogged drain can exacerbate flooding
	Check sump pumps, backflow prevention, and interior drainage	Test underload (pour water) to confirm operation
	Inspect and clean light fixtures, especially in corridors and stairwells	Good lighting helps people spot wet areas
Grounds & Site Infrastructure	Clear debris from trees, branches, gutters, culverts	Downed limbs can block drainage
	Stabilize or reinforce slopes, retaining walls, or embankments	Avoid erosion or washouts near buildings
	Inspect fences, gates, site features for wind stress	Rain + wind can exacerbate weak elements
Safety & Access Paths	Mark or repair uneven spots in sidewalks, ramps, or stairs	Use slip-resistant surfaces or coatings
	Trim branches or foliage that shed water onto walkways	Overhanging vegetation often drops water onto pedestrian areas
	Deploy wet-floor signage and "caution: wet" warnings	Make sure they are visible and placed where needed
	Provide staff training / awareness of rainy-weather procedures	E.g. slower walking, immediate cleanup of wet spots