



SPECIALTY SERVICES

# Commercial Property Readiness Assessment

A practical tool for identifying gaps, prioritizing action, and preparing your property for what’s next.

HOW TO USE THIS ASSESSMENT

Review each statement and mark the status that best reflects your property today. Use the final columns to capture the next action, owner, and target date.

| STATUS                   | MEANING                                    |
|--------------------------|--------------------------------------------|
| ✓ <b>READY</b>           | Current process or service is in place     |
| ✓ <b>NEEDS ATTENTION</b> | A gap or upcoming need has been identified |
| ✓ <b>PRIORITY ACTION</b> | Immediate action is recommended            |

## 1 Protect your property

| READINESS CHECK                                                                                                             | READY | NEEDS ATTENTION | PRIORITY ACTION | NEXT ACTION / OWNER / DATE |
|-----------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|----------------------------|
| Flooring and hard surfaces are professionally restored on a defined schedule—not simply cleaned.                            |       |                 |                 |                            |
| Natural stone, specialty surfaces and coated floors are cared for with the appropriate equipment, chemicals and techniques. |       |                 |                 |                            |
| Pressure washing and exterior cleaning are scheduled around local weather and seasonal contaminants.                        |       |                 |                 |                            |
| The property team tracks wear and identifies when restoration is more cost-effective than replacement.                      |       |                 |                 |                            |

PRIORITY AREA

## 2 Support tenants and occupants

| READINESS CHECK                                                                                        | READY | NEEDS ATTENTION | PRIORITY ACTION | NEXT ACTION / OWNER / DATE |
|--------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|----------------------------|
| The lobby, entrance, elevators and parking areas create a strong first impression.                     |       |                 |                 |                            |
| High-traffic common areas, restrooms, flooring and shared spaces are cleaned or restored regularly.    |       |                 |                 |                            |
| Upholstery, window treatments, shared furniture and other visible surfaces are in good condition.      |       |                 |                 |                            |
| Tenant concerns about appearance, comfort or property condition are tracked and addressed proactively. |       |                 |                 |                            |

### PRIORITY AREA

---

---

## 3 Stay ready for what's next

| READINESS CHECK                                                                                        | READY | NEEDS ATTENTION | PRIORITY ACTION | NEXT ACTION / OWNER / DATE |
|--------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|----------------------------|
| The next 60–90 days of inspections, tenant move-ins, seasonal changes and major events are mapped out. |       |                 |                 |                            |
| Seasonal services are scheduled in advance rather than requested when the need becomes urgent.         |       |                 |                 |                            |
| Large cleaning, restoration and project-support needs are tracked on a defined schedule.               |       |                 |                 |                            |
| The property would be ready for an executive visit or tenant walkthrough tomorrow.                     |       |                 |                 |                            |

### PRIORITY AREA

---

---

# 4 Recover faster

| READINESS CHECK                                                                                      | READY | NEEDS ATTENTION | PRIORITY ACTION | NEXT ACTION / OWNER / DATE |
|------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------|----------------------------|
| Emergency contacts and escalation paths are documented and readily available.                        |       |                 |                 |                            |
| The team has identified which areas require immediate attention after severe weather or an incident. |       |                 |                 |                            |
| The emergency plan distinguishes between immediate response and longer-term recovery work.           |       |                 |                 |                            |
| The emergency plan has been reviewed or tested within the past year.                                 |       |                 |                 |                            |

## PRIORITY AREA

## YOUR TOP THREE PRIORITIES

Based on this assessment, identify the three actions that would have the greatest impact on your property’s readiness.

| PRIORITY | ACTION | OWNER | TARGET DATE |
|----------|--------|-------|-------------|
| 1        |        |       |             |
| 2        |        |       |             |
| 3        |        |       |             |

## Where Specialty Services can help

Specialty Services can help commercial property teams address needs that fall outside routine maintenance—from floor restoration and pressure washing to seasonal preparation, project cleaning, exterior cleanup, and recovery support.

Working with your existing ABM team can help simplify coordination, provide daily visibility into emerging needs, and connect your property with the right expertise when priorities change.

## Ready to act on your assessment?

Contact your ABM representative or submit a work order.  
Visit [ABM.com/specialty](https://www.abm.com/specialty) or call 866.624.1520 to learn more.

