COMMERCIAL PROPERTY MAINTENANCE / 01

BUILD THE SITES AND OPERATIONS BRIEF

Give each provider the same non-sensitive starting point. Keep security, tenant and access details private.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Number and general type of sites, property uses and broad geographic area

Operating hours, occupancy patterns, public or tenant impact and quiet-period considerations

Reason for the request, current service model and reported priorities - no condition diagnosis

Asset and service categories for provider assessment - no technical specification or interval

Known recurring tasks, requested projects, callout history categories and existing vendor boundaries

Property contact roles, approval structure, reporting audience and private follow-up process

Preparation only. Not an inspection, condition assessment, maintenance plan, technical procedure, service interval, staffing, emergency, access or safety instruction; code, permit, environmental, insurance, contract or legal advice.

COMMERCIAL PROPERTY MAINTENANCE / 02

MAP COVERAGE, CALLOUTS AND COORDINATION

Ask the provider to assess each site and define the actual operating model in writing.

Provider-led site review, records needed and confirmed asset or service inventory

Recurring coverage, visit or task structure, included work, exclusions and assumptions

Callout intake, prioritization, acknowledgement, provider assessment and next-step process

Owner, tenant, manager, provider and specialist-vendor responsibilities and coordination

Request authorization, approval limits, change records, status updates and escalation contacts

Work-order, completion, exception, trend and management reporting plus record access

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COMMERCIAL PROPERTY MAINTENANCE / 03

PREPARE ACCESS, REPORTING AND HANDOFF

Tick what is ready, then assign owners for private access, requests, approvals, records and transition.

- [ ] Every provider receives the same non-sensitive site and operations brief
- [ ] Access codes, security plans, tenant identities and credentials remain private
- [ ] Asset and service categories are listed without client-directed technical work
- [ ] Recurring tasks, callouts and requested projects are clearly separated
- [ ] The provider will confirm included services, exclusions and specialist boundaries
- [ ] Requests, priorities, approvals, changes and escalation owners are defined
- [ ] The provider will explain site-specific access and safety responsibilities
- [ ] Work records, reporting, open items, transition and handoff are covered

Authorized site contacts, private access process, operating coordination and occupant-communication owner

Request intake, priority confirmation, approval, provider assessment, change and reporting owner

Completion review, open items, site and vendor records, transition support and final handoff owner

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COMMERCIAL PROPERTY MAINTENANCE / 04

QUESTIONS FOR A MAINTENANCE PROVIDER

Record how each provider would assess, coordinate, document and hand off the same property brief.

Assessment: what site review, records and access do you need before defining coverage?

Scope: which service categories are included, excluded or coordinated with specialists?

Workflow: how are recurring work, callouts, requested projects, priorities and follow-up separated?

Coordination: how are access, occupants, vendors, approvals, changes and safety responsibilities handled?

Reporting: what work-order, status, completion, exception and management records are provided?

Handoff: how are open items, records, vendor information, transition and closeout managed?

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COMMERCIAL PROPERTY MAINTENANCE / 05

COMPARE PROPERTY MAINTENANCE PROPOSALS

Use A and B in every box after each provider reviews the same sites and operating priorities.

Provider A / Provider B / proposal dates and shared sites and operations brief

Site review, recurring coverage, service categories, exclusions and specialist boundaries - A / B

Callouts, requests, priorities, access, approvals, changes and vendor coordination - A / B

Complete proposal, reporting, records, open items, transition, handoff and fit - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Commercial Property Maintenance request. Share a non-sensitive site, operations, asset-category, recurring-service, callout, approval and reporting brief so participating pros can compete with proposals. Compare provider-led assessment, coverage, coordination, records, handoff, timing and fit.

One request. Every pro's best offer.

Start a request

Participation varies. A provider-led site, service-category, operations and record review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/commercial-property-maintenance

U.S. General Services Administration: Building Maintenance & Operations (official reference)

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