Aging Commercial Condo Upgrade Planning Checklist

Questions to bring to your next board or engineer meeting

1. **Building envelope and roof**

   Ask your engineer to check for membrane wear, sealant failure, masonry staining, and ponding water during the next condition assessment.

2. **Mechanical systems and HVAC**

   Ask your mechanical contractor for the age and expected remaining service life of every rooftop unit, and whether replacement parts are still available.

3. **Electrical capacity**

   Ask a licensed electrician to compare your panel's rated capacity against current and planned tenant loads, including EV charging demand.

4. **Life safety systems**

   Confirm your fire alarm, emergency lighting, and sprinkler monitoring are current with your local fire department's inspection schedule.

5. **Elevators**

   Ask your elevator service contractor whether your control system parts are still in production, and how many unscheduled shutdowns occurred this year.

6. **Accessibility**

   Ask a qualified consultant which current accessibility requirements apply to your building's classification and use.

7. **Common areas and parking**

   Walk the lobby, corridors, shared washrooms, and parking structure after winter to flag visible wear, drainage issues, or dated finishes.

8. **Energy systems and controls**

   Ask whether building automation, submetering, or LED retrofits can be bundled into mechanical or electrical work already planned.

Before you budget

Pair this checklist with your condominium corporation's reserve fund study, prepared by a qualified engineer. The study forecasts when shared components need replacement; this checklist gives your board plain-language categories to ask about. Every requirement mentioned here should be confirmed with the relevant regulator, engineer, or licensed contractor for your specific building before you commit to a budget or timeline.

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