

Client/Address	 						
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VISIT INFORMATION							
Date							
Time Visited							
Home Check specialist							
Outside Temperature							
Indoor Thermostat Temperature							
MAIL FORWARDING							
Mail Collected							
Receive Packages							
INTERIOR MAINTENANCE							
Walkthrough Interior of Homes each visit							
Run kitchen/bathroom sink for one minute each							
Run all showers and bath tubs for one minute each							
Check under bathroom/kitchen sink for leaks							
Flush all toilets/check toilet seal							
Kitchen sink water off							
Bathroom 1 water off							
Bathroom 2 water off							
Bathroom 3 water off							
Bathroom 4 water off							
Bathroom 5 water off							
Bathroom 6 water off							
Run/check AC or Heat							
Current air filter condition	Ē	Π	Π	Π	Π	Π	
Spray indoors with bug spray monthly							
Check for crickets, termites, spiders, earwigs	Ē	<u> </u>	Ē	Π	Π	Π	
All windows/doors locked and secured							
Dishwasher/washing machine left open		Π					
Check refrigerator, freezer & wine fridge temps							
Inspect interior of garage/bug catchers at door entry							
Maintain water softener							
Water indoor plants							
Water buckets topped/filled/emptied							
EXTERIOR MAINTENANCE							
Start car engines to maintain batteries							
Condition of plants, trees, shrubs & cactus							
Weeds pulled/spray in front, back & sides							
Check for nesting along home perimeter							
Remove all flyers, newsletters & trash							
Check gates, locks, windows, doors & fences							
Check irrigation for leaks							
Ensure patio furntiure and bbq in correct place							
Inspect panel breakers & outdoor AC units							
Water exterior potted plants							
THIRD PARTY VENDOR COMMUNICATION							
Help give house cleaners access before arrival home							
Confirm landscapers are maintaining							
Overall pool cleanliness							
Empty pool basket							
Visual inspection of pumps							
MONTHLY UPDATES							
Photo updates of landscaping/home clealiness							
Suggestion of needed repair							
RETURNING HOME ITEMS							
Replace exterior furniture cushions and pillows							
Blow and hose back patio/front porch before arrival home							
Replace all air filters							
Elevate cleaning service							
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