

PROPERTY ADDRESS: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Notes: \_\_\_\_\_

## EXTERIOR MAINTENANCE

### Comprehensive Roof Inspection

- Check for winter weather damage
- Look for loose or missing shingles
- Identify signs of ice damming
- Examine flashing and seals

### Gutter and Downspouts

- Thoroughly clean out debris (leaves, twigs)
- Verify proper drainage
- Trim overhanging tree branches near roof
- Consider installing gutter guards
- Ensure downspouts direct water away from foundation

### Exterior & Paint

- Examine walls, siding, and foundation for cracks
- Power wash exterior to remove winter grime
- Repair peeling paint
- Apply fresh paint if needed
- Seal gaps around windows and doors with weatherproof caulk
- Check for pest entry points and seal accordingly

### Landscaping and Lawncare

- Clean flower beds and remove winter debris
- Aerate lawn and reseed bare patches
- Apply fertilizer
- Prune trees and shrubs
- Remove dead branches
- Test and repair irrigation systems
- Plant seasonal flowers
- Trim vegetation blocking windows or pathways

## INTERIOR MAINTENANCE

### HVAC System

- Replace air filters
- Clean outdoor condenser units
- Check ductwork for leaks
- Test air conditioning functionality
- Schedule professional HVAC inspection
- Clean vents and registers

### Plumbing and Water Systems

- Inspect outdoor faucets for freeze damage
- Check hoses and connections
- Test sump pump
- Verify water heater functionality
- Flush water heater to remove sediment
- Check for water leaks in basement and crawl spaces

### Structural Integrity

- Inspect foundation for winter damage
- Seal foundation cracks
- Check for wood rot or decay
- Examine attic for water damage or pest issues
- Monitor moisture-prone areas for mold
- Address any signs of structural compromise

### Windows and Doors

- Inspect and replace window screens if needed
- Clean exterior windows
- Check door and window seals
- Lubricate hinges and moving parts
- Test locks and latches
- Consider storm door/window installation

## SAFETY AND SECURITY

### Safety Checks

- Test smoke and carbon monoxide detectors
- Replace detector batteries
- Inspect outdoor lighting
- Check handrails and guardrails
- Review emergency evacuation plans
- Repair walkways and eliminate trip hazards

### Security Measures

- Check security lights and motion sensors
- Inspect and upgrade locks
- Trim landscaping near entry points
- Improve visibility and reduce potential hiding spots

## DOCUMENTATION AND COMMUNICATION

### Tenant Communication

- Provide maintenance schedule
- Notify tenants of upcoming inspections
- Encourage reporting of maintenance issues
- Confirm convenient inspection times

### Maintenance Documentation

- Track all maintenance activities
- Record repair expenses
- Update property maintenance log
- Retain receipts and inspection reports