

SPRING MAINTENANCE CHECKLIST

For Property Managers



POLISH EXTERIORS:

- Patch cracks
- Repair chipping paint
- Replace burnt-out bulbs

SERVICE HVAC UNITS:

- Clean coils
- Change filters
- Check motors and pilot frames

TAME LANDSCAPING:

- Cut tree branches away from roots
- Trim bushes
- Replant flowerbeds

CHECK SMOKE ALARMS:

- Inspect public and unit alarms
- Test batteries

INSPECT DOORS AND WINDOWS:

- Repair broken or rusty hinges
- Make sure doors latch
- Replace old locks that be security risks

CLEAN GUTTERS:

- Remove debris
- Repair breaks

UPDATE PLUMBING:

- Find and fix bathroom leaks
- Check kitchen faucets, drains, and garbage disposals
- Look for drainage blockages in laundry areas

REVIEW ELECTRICAL:

- Inspect Breaker Boxes
- Turn on and test stoves
- Check dryer receptacles for hazards

INSPECT ALL COMMON USE ITEMS:

- Test coin-operated washers and dryers
- Check swimming pools
- Clean up common spaces like garbage and picnic areas

SEND PESTS PACKAGING:

- Look for signs of rodents, termites, and fleas
- Take preventative measures before the hot weather arrives



**Restoration
Management
Company**

WATER, SMOKE & ENVIRONMENTAL SPECIALISTS

source: yardi.com