

Annual Spring Checklist!

PROPERTY

- Vent & Hose Bibb Covers** (it's the time of year to remove them)
- Open Foundation Vents**
- Dryer and Exhaust Vents** (check for missing louvers or covers, clean accumulated buildup)
- Spring Flags/Leasing Banners** (install and replace the winter flags as soon as they arrive)
- Spring Maintenance Uniforms** (you should receive an email from the uniform coordinator so you can place your order for your maintenance team as needed)
- Swimming Pools** (start preparation for the warmer weather, clean pool furniture)
- Playground Inspection** (inspect all equipment for sharp edges, loose bolts and chains, loose boards, general safety, - clean/paint as necessary, check depth of ground cover, hemlock shavings should be 9-12" in depth)
- 6" Building Clearance** (make sure there are 6 inches between the earth and the siding, This prevents dry rot, inhibits pests, and prevents mold/mildew)
- Window Screens** (conduct detailed review and replace as necessary)
- Fire Extinguishers** (glass in place, regularly serviced, not missing, make sure tags are current)
- Furnace/HVAC Filters** (clean or offer replacement filters for residents no less often than every 6 months, replace filters and/or clean heaters in common area buildings)

LANDSCAPE

- Sidewalk Clean-Up** (remove any residual sand and other winter sidewalk materials)
- Pressure Wash** (start the pressure washing season)
- Parking Lots** (detailing of curbs and parking lot striping with appropriate Benjamin Moore Paint)
- Sprinklers** (coordination of sprinkler system 'charging' by your landscape maintenance contractor)
- Irrigation Maintenance** (repairs and adjustments should be handled by landscaping contractor, not maintenance staff)
- Landscaping Cleanup** (coordinate landscaping for your property with your local vendor. Do you need bark dust, flowers, tree and shrub trimming?)

RESIDENTS

- Bar-B-Q & Swimming Pool** (take the time to remind your residents about the safety rules)
- Spring Patio Clean-Up** (all patios should be clear of clutter, this is a good time to coordinate a Community Clean Up Weekend)
- Potted Plants on Railings** (must not be directly on the railing or visible from the street. If they are present they must be hanging on the inside of the deck)
- Preventative Maintenance Inspections**—First Phase (please give your residents a week notice when their apartment is to be inspected) **completed on all apts by June 30th