



**General Contractor | License No.: 1005176  
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## **Property Management checklist**

**Date:**

**Inspector:**

### **Building Exterior/Interior**

- General Cleanliness
- Side walks & Curbs
- Fountains/Sculptures/Benches/Etc.
- Windows and Glass
- Lighting/GFI Plugs/Bulbs
- Hot Water Heater Pilot Lights
- HVAC Working & Properly Maintained. Change Filter When Needed
- Rain drains & Grates clean
- Gutters Cleaned/debris Free/Roof Drains
- Canopies & overhangs
- General Caulking/Roof & exterior Penetrations properly sealed
- Exterior Doors Closed/Locked
- Skylights in good condition
- Parapet walls & planters
- Hose Bibs Not Leaking
- UPS/Delivery handling
- Alarm System Check
- Electrical & Equipment Rooms
- Special Request

### **Landscaping**

- Overall Appearance
- Weeding Front/back/planter box's
- Shrubs & Trees Pruned/Trimmed
- Flowers
- Irrigation System Working
- Pest Control
- Special Request