

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 flames

TAME LANDSCAPING:

- ☐ Cut tree branches away from roofs
- ☐ 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 might be security risks

UPDATE PLUMBING:

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

CLEAN GUTTERS:

- ☐ Remove debris
- ☐ Repair breaks

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 PACKING:

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