



# ANNUAL MAINTENANCE CHECKLIST

for Multi-Family Property Managers

## GROUNDS

- Check retaining wall stucco for issues
- Check retaining wall for leaks
- Check retaining wall for mold
- Inspect for cavities or warps in the retaining wall
- Look for incentives/credits offered for converting to energy-efficient lighting
- Check int and ext lights for function (common areas, parking lots, etc)
- Clean common area light fixtures of dust and debris
- Check property fence for stability
- Check property locks & security devices for functionality
- Repair fence holes
- Fill cracks in the road/walkway
- Check curb ramps
- Correct concrete surfacing & leveling
- Maintain landscape for season
- Check parking lot for fading paint
- Ensure proper signage on roadway
- Install speed bumps, as necessary

## PLAYGROUND

- Ensure equipment is safe
- Check equipment padding
- Check fencing, safety locks, and digital lock repair/functionality
- Add additional chips & gravel as necessary
- Repair & Replace broken equipment

## MISC

- Replace worn furniture, carpets, draperies, & decor in leasing office
- Deep clean office / office bathrooms
- Check garage door functionality
- Check garage for oil stains on cement
- Repair cracks in garage floor

## EXTERIOR

- Remove weeds and debris from around the building foundations
- Prune tree branches that appear ready to fall
- Fix faded / chipped paint
- Winterize sprinklers
- Clean / repair gutters
- Annual roof inspection: check for broken or damaged shingles
- Aerate grass
- Update landscaping for the season
- Repair damaged window screens
- Check for damaged deck railing
- Check for wood rot on decks
- Check for bird & insect nest
- Power wash building siding
- Power wash dumpsters & dumpster area
- Check vent caps (dryer vent, HVAC, bath fans) for necessary repairs
- Exterior property walk to look for safety hazards

## INTERIOR

Check ceiling & drywall for warping & cracking

Inspect shower caulk & grout

Schedule pest control

Dryer vent cleanings & repairs

Replace HVAC filters

Inspect plumbing regularly, such as before summer & winter

Check HVAC systems

Fire Safety inspection

Check carbon monoxide detectors

Check for mold around windows

Re-seal windows & doors

Clean chimneys

Deep clean interior common areas

Check stairway flooring & railing

Check for leaks

Check for common area lightbulbs that need to be replaced

Check water heater & water meter

Check repair & visibility of safety signs such as emergency exits

## DOG PARK

- Clean / power wash dog park equipment
- Add additional gravel / sand, where necessary
- Fill holes in ground
- Check for / repair fencing breakage
- Check for / repair stability of dog park equipment & lighting
- Repair / Replace broken equipment

## POOL

- Pool cleaning
- Repair cracks / chips in pool deck
- Repair pool coping cracks / chips
- Check for cracks or leaks in the inlining
- Ensure functionality of gate & safety locks

## DOG WASH

- Deep clean shower area
- Replace consumables: dog treats, tennis balls, shampoo, dog toys, etc
- Check plumbing to remove potential dog hair blockages

## RECREATION

- Check door locks
- Check for outdoor grill stabilization
- Deep clean grills / cooking spaces
- Repair surface cracks in tennis / basketball courts

## FITNESS

- Ensure wall mirrors are securely attached
- Ensure weight and equipment mounts are secure
- Check for loose hardware on fitness equipment
- Dispose of or repair any broken / damaged fitness equipment