



## Yearly Maintenance Checklist

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### Daily

1. Clean bathroom toilets, sinks, counters, and floors
2. Straighten furniture in common areas
3. Sweep and mop dining room and kitchen
4. Pick up trash in common areas and outside grounds
5. Restock paper items, soap and cleaning supplies as needed

### Weekly

1. Clean windows
2. Sweep and mop all hard floors
3. Vacuum all carpeted floors
4. Scrub shower walls and floors
5. Dust furniture, fixtures and trophies
6. Mow lawn, trim shrubs, rake leaves as needed
7. Clean dumpster area
8. Replace burned out lights
9. Clean parking area

### Monthly

1. Clean air filters in heating and cooling systems
2. Wax hard floors
3. Steam clean carpets
4. Trim hedges and landscaping
5. Check internal lighting

### Seasonal-Spring

1. Fertilize Lawn
2. Administer insect and weed control
3. Service cooling systems
4. Clean Attic
5. Clean drapes
6. Paint Exterior

### Seasonal- Fall

1. Service heating systems
2. Sweep fireplace chimney
3. Check door and window seals
4. Roof inspection/ Clean gutters
5. Check exterior lighting
6. Check alarms and fire detection systems