| Spring/Summer External Property Maintenance Checklist |
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| **INSPECTION DATE:** |  | **TECHNICIAN:** |  |
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|  ▢ | Inspect the roof for damage and debris. |
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|  ▢ | Inspect doors and windows and ensure sealant is intact. |
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|  ▢ | Put in or inspect window screens; check for holes and tears. |
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|  ▢ | Clear debris from exterior vents and clean if needed. |
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|  ▢ | Clear debris from gutters. |
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|  ▢ | Inspect outdoor component of HVAC unit. |
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|  ▢ | Check for cracks in sidewalks and parking lots. |
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|  ▢ | Trim trees that are overgrown, threatening property line, or too close to the building. |
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|  ▢ | Ensure all outdoor lighting fixtures are working correctly (adjust auto-on/off time if necessary). |
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|  ▢ | Make arrangements to begin weekly external tasks (mowing and lawn care, gardening, etc.). |
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| **COMMENTS:** |
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