



Maintenance Checklist

CONCIERGE PROPERTY SERVICES

INTERIOR

- Inspect ceilings and walls for cracks in plaster; spot paint touch-ups as needed
- Inspect wallpaper for lifting
- Inspect hardwood floors throughout the home; assess for recoating
- Inspect tile, grout, and ceramic surfaces in kitchens and bathrooms
- Inspect for loose or cracked grout around tiles, sinks, tubs, showers, toilets, and counters
- Clean and seal kitchen countertops
- Clean and seal bathroom stone
- Spot clean carpets and upholstered fabric
- Check floor protectors on furniture legs
- Clean kitchen hood/exhaust and range hood filters; check operation
- Clean dishwasher strainer
- Vacuum refrigerator and icemaker coils
- Change water filters in refrigerator and icemaker
- Inspect appliance hoses and ventilation
- Clean and inspect all bathroom exhaust fans
- Clean dryer vent and exhaust duct
- Inspect and flush all toilets
- Inspect sinks, drain pop-ups, and check under sinks for leaks
- Put hair dissolver in bathroom sinks, tubs, and showers
- Inspect exposed plumbing areas for dampness
- Adjust and lubricate door and window hardware
- Adjust interior cabinet hardware
- Check window screens for tears; repair as needed
- Inspect weather stripping around doors; replace as needed
- Clean inside of windows
- Change AC filters; check drainage pan and inspect unit
- Clean drip pans and drains in interior air handler units
- Vacuum all AC registers and return air grills
- Check for AC leaks
- Service furnace or other heating system
- Top off oil in all circulator pumps
- Check traps and vents for all radiators
- Turn on/off gas fireplace seasonally (if applicable)
- Inspect and test all interior lights; replace bulbs as needed
- Replace smoke and carbon monoxide alarm batteries
- Clean, inspect, and date all fire extinguishers
- Change batteries in remotes and frequently used battery-powered items
- Inspect basement walls for cracks, moisture, and water stains
- Dust, vacuum, and clean basement and utility rooms
- Inspect posts, beams, and floor joists where accessible
- Inspect interior for pest and rodent activity
- Inspect stairs, balusters, and handrails



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EXTERIOR

- Inspect roof for popping nails, missing shingles/slate, warping, aging, moss, or cracking
- Inspect rubber/TPO roof for dry rot, seam tape lifting, or holes/rips (if applicable)
- Inspect flashing at chimneys, skylights, dormers, and roof penetrations
- Inspect chimney
- Clean debris off roof
- Clean gutters and drains; check downspouts for ice clogs
- Inspect gutters and downspouts structurally and confirm they are clear
- Inspect exterior masonry and mortar joints (steps, walls, pathways)
- Inspect exterior wood for rotting or decay
- Inspect exterior of home for paint, stain, or rot damage
- Inspect foundation for water penetration
- Inspect driveway, walkways, and patios for lifting, heaving, and stressed mortar joints
- Inspect trellis, fence, and gates for rot and damage
- Inspect bulkhead for weather tightness, rot, or damage; lubricate as needed
- Clean exterior of windows
- Inspect exterior windows and window wells
- Check caulking on exterior doors and windows
- Inspect weather stripping at all exterior doors
- Inspect fresh-air intake vent; ensure clean and free of debris
- Turn on outdoor water lines (spring) / turn off and blow out all outdoor lines (fall)
- Clean AC condensers
- Inspect and test all exterior lights; replace bulbs as needed
- Inspect exterior grill; test gas on/off and operation
- Service pool, spa, and water features; test water chemistry and inspect equipment
- Inspect garage doors; lubricate tracks, springs, and hinges; test safety sensors and auto-reverse
- Set up or break down outdoor patio furniture, hoses, and firepit seasonally
- Clean and maintain exterior terraces, patio furniture, and glass
- Confirm trees and shrubs are not encroaching on the home or blocking exterior systems
- Maintain landscaping
- Check for rodents digging outside
- Inspect exterior for bird, insect, or rodent activity and damage
- Exterminate as needed
- Snow removal and salting (winter)
- Trash removal and small appliance recycling