



Property Management, LLC.

## Service Directory



Routine Care • Scheduled Maintenance •

Hurricane Preparedness • Welcome Home • Pre Sale Repairs

## Routine Care

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Interior house inspection

Exterior house inspection

Grounds inspection

Plumbing leaks

Thermostat setting

HVAC heating and cooling

Check breaker box for tripped breakers

Windows and doors closed and locked

Air sealing/mold/mildew inspection

Roof/window/door leaks

Ensure water in all P-traps

Visual pool inspection

Visual hot tub inspection

## Scheduled Maintenance

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House cleaning services

Landscape maintenance

Pool maintenance

Hot tub maintenance

Water feature maintenance

Outdoor kitchen cleaning services

HVAC filter changes

Air quality monitoring

Water leak monitoring

Crawl space/attic relative humidity  
monitoring

Elevator maintenance

HVAC maintenance

Smoke detector/carbon monoxide  
detector batteries

Ice maker cleaning

Refrigerator filter replacement

Water softener salts

Pest control

Fireplace servicing

# Scheduled Maintenance [Continued]

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Chimney sweep cleaning/inspection

Dryer vent cleaning

Interior paint/caulk touch up

Exterior paint/caulk touch up

Roof Inspection

Pressure washing

Window and glass cleaning

Generator servicing

Gutter cleaning

Home winterization

De winterization

Siding/exterior trim/stucco inspection

Golf cart charging

# Welcome Home

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Grocery and libation shopping

Refrigerator provisioning

Freezer provisioning

Pantry provisioning

Pet supply provisioning

Floral arrangements

Pre arrival house cleaning

Pre arrival window and glass cleaning

Pre arrival landscaping services

Bed making service

Bath linen service

HVAC set to preferred temperature

Golf cart charging

Pool opening

Hot tub opening

Post departure house cleaning

Post departure laundry service

Pool closing

Hot tub closing

# Hurricane Preparedness

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Windows and doors closed and  
locked

Hurricane protection installed

Flood vents open

Pools drained as needed

Outdoor furniture secured

Flags/windchimes/etc. secured

Propane tanks filled for generators

Propane tanks continuously filled for  
generators until power is restored

Post storm inspection as soon as  
safely possible

Test generators

Test solar power collection storage

Removal of hurricane protection

Replacement of outdoor furniture

Replacement of flags/wind-chimes/etc.

Debris clean up

Repairs as needed

Insurance company liaison

## Pre Sale Repairs

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Per client and home inspection report