

Palm Breeze Property Maintenance, LLC

PO Box 996, Nokomis, Florida 34274

941.993.4250

“Peace of Mind Home and Boat Watch While You’re Away”

Home Watch Checklist

Owner: _____ **Address:** _____

Email: _____ **Phone:** _____

Property to be checked from _____ **to** _____

	Date	Checked	>>>>>
▼ Standard Plan: Interior			
Inspect overall condition of home			
Check smoke detectors; replace with customer-supplied batteries, as needed			
Check refrigerator and freezer for property cooling			
Deactivate ice maker			
Visually check for signs of forced or unauthorized entry, theft, or vandalism; immediately report to owner and police			
Check that security system is set, if applicable			
Check all windows and doors are closed and securely locked			
Check for unusual odors; corrective measure, as needed			
Check for unusual dirt or debris evidence			
Check for visual signs of insects, pests or rodents			
Check floors, walls and ceilings for signs of water damage or leaks			
Check thermostat for proper setting, according to owner’s preference			
Check AC system is functioning properly			
Check timer-activated interior lights and bulbs for proper operation; replace with customer-supplied items, as needed			
Check phone land line for proper connection, if applicable			
Check breaker panel for tripped breakers; reset if required			
Check for visible mold growth on interior surfaces (walls, doors, ceilings); corrective measure, as needed			

	Date Checked >>>>>				
Visually inspect all interior faucets and under sinks for leakage; run all faucets briefly if water has not been turned off					
Turn water on; run all faucets briefly; turn water off					
Run garbage disposal if water has not been turned off					
Turn water on; run garbage disposal; turn water off					
Check toilets for visual evidence of leaks; flush if water has not been turned off					
Turn water on; flush toilets; turn water off					
Check washing machine hoses for leaks; run washing machine (max once a month) if water has not been turned off					
Turn water on; run washing machine; turn water off					
Check dishwasher for leaks; run dishwasher (once a month) if water has not been turned off					
Turn water on; run dishwasher; turn water off					
Check water heater for leaks and improper drainage					
Check sinks and laundry drains for visual signs of backup					
Visually inspect thermostat for property operation					
Assess quality of cleaning service, if applicable					
Other / Notes:					
▼ Standard Plan: Exterior					
Complete walk around exterior of property					
Check for signs of forced entry, theft or vandalism; immediately report to owner and police					
Pick up flyers, ads, packages, etc from premises					
Check mailbox, if applicable, and set mail in home unless otherwise agreed upon					
Note any obvious wasp or bee nests; corrective measures, as needed					
Remove trash container from street, if applicable					
Check for visible mold growth on exterior surfaces (walls, doors, roof); corrective measure, as agreed upon					
Check timer-activated exterior lights and bulbs for proper operation; replace with customer-supplied items, as needed					

	Date Checked >>>>>				
Check the condition and overall appearance of landscaping					
Check that contracted landscaping services are being performed, if applicable					
Check for visual signs of insect infestation or disease in grass and on plants or shrubs; report to owner, if applicable					
Check all exterior taps and hose bibs for leaks					
Check that the irrigation system is operating properly, if applicable					
Perform working test of irrigation system and inspection of watering heads for proper operation and review of timer schedule (once a month); if applicable					
Visually check pool and spa, if applicable					
Assess quality of pool and spa service performance, if applicable					
Check screened cage for damage or torn screens, if applicable					
Check for signs of wind damage					
Visually inspect any outbuildings for intrusion, if applicable					
Clear driveway from branches due to storm					
Other / Notes:					
▼ Optional: Seasonal Home Opening					
Turn on main water supply valve and flush out hot and cold water lines through all faucets and toilets					
Turn on hot water heater					
Reactivate ice maker in freezer					
Check AC system is functioning properly; set AC according to owner's preference					
Open blinds, drapes, shutters, as required					
Check all clocks are displaying correct time; reset if needed					
Plus in all electrical items to wall outlets					
Other / Notes:					

Date Checked >>>>>						
▼ Optional: Seasonal Home Closing						
	Flush all toilets					
	Turn off hot water heater at breaker					
	Turn off main water supply					
	Turn off ice maker and discard any remaining ice					
	Discard perishable food items					
	Pour baking soda into garbage disposal					
	Set AC to “away” settings per owner’s instructions					
	Close blinds, drapes, shutters, as required					
	Unplug all accessible and unnecessary electrical items from wall outlets (TV, lamps, coffee pot, toaster)					
	Check all windows and doors are closed and securely locked					
	Place trash and recyclables at curbside or in disposal location on premises					
	Verify hose bibs are off					
	Other / Notes:					
▼ See separate list for Additional Services: Standard Auto Plan, Auto Plan Plus, Boat Plan, Storm Preparation						