

Home Maintenance Schedule

Palm Villa 795 North Shore Drive

Weekly Turnover Checks		Date last completed			
Plumbing					
Faucets and shower heads	Visual inspections.				
Drains	Check for clogging.				
Kitchen and bathroom cabinets	Check under and around for leaks.				
Toilets	Check for proper flushing.				
Water heater	Check area around water heater for leaks.				
Interior					
Interior doors	Visual inspections.				
Garage door	Visual inspections.				
Window and door tracks	Visual inspections.				
Ceramic tile	Visual checks, for pops, or tilt lifting.				
Electrical and appliances					
Heating and cooling systems	Clean and or replace filters as necessary.				
Kitchen exhaust fan	Visual check.				
Refrigerator	Check operation of lights, and operation.				
Dishwasher/Washer/Dryer	Visual and functional checks for for proper operation.				
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.				
GFI outlets	Test for proper operation.				
Exterior					
Pool Area	Check for neatness and orderly, furniture, etc.				
Garage Entrance	Check for appearance, and order.				
Concrete and asphalt	Visual check of driveway, entrance ways, and walk ways.				
Fixtures and Lighting					
Ceiling Lights	Check for proper operation/change bulbs if necessary.				
Lamp Lights	Check for proper operation/change bulbs if necessary.				
Exterior Lights	Check for proper operation/change bulbs if necessary.				
Remotes	Check remotes, for lighting and fan operation.				
Ceiling Fans	Check for proper operation/change bulbs if necessary.				
Electronics					
Television	Check television operation, and remotes.				
Radio/Stereo Systems	Check systems operation, and remotes.				
Computer Routers	Check for proper hook up.				
Other Combustible appliances	Check and Clean gas/electric or charcoal grills.				

Exterior/Preparations and Hurricane Protection Process when Necessary					
Lawn and patio furniture	Visual check of functionability, and appearance.				
Landscaping	Visual checks for down tree limbs, branched, and debris.				
Hurricane Check List	Develop Emergency Plan				
	Secure all outside articles, potted plants, trash cans, place grills, furniture, etc., in garage area.				
	Close any fireplace vent.				
	Secure window shutters, close down awning, deadbolt all doors.				
	Secure garage door, brace center with 4X4.				