

## QuixFix Handyman & Airbnb Property Maintenance Services in CDA Lake Region Short-Term Rental Maintenance & Inspection Checklist

### 1. Exterior

- ☐ **Parking Area/Driveway:** Check for cracks, stains, or debris. Ensure accessibility and proper signage.
- ☐ **Walkways and Entrances:** Inspect for tripping hazards, loose stones, or uneven surfaces. Ensure pathways are well-lit.
- ☐ **Landscaping:** Verify lawns are mowed, shrubs trimmed, and flower beds maintained. Remove weeds or debris. Test and check irrigation system and sprinkler function and adjustment.
- ☐ **Outdoor Furniture/Features:** Check condition of patio furniture, grills, fire pits, or other amenities. Ensure they're clean and functional.
- ☐ **Exterior Walls and Paint:** Look for peeling paint, cracks, or signs of water damage.
- ☐ **Windows and Doors:** Ensure windows and exterior doors open/close properly, locks work, and seals are intact.
- ☐ **Lighting:** Test outdoor lights and motion sensors. Replace bulbs as needed.
- ☐ **Trash Area:** Confirm bins are clean, accessible, and not overflowing.

### 2. Interior - General

- ☐ **Cleanliness:** Check for dust, stains, or odors in all rooms. Verify floors, walls, and surfaces are clean.
- ☐ **Walls and Ceilings:** Inspect for cracks, water stains, or scuff marks. Note any need for repainting or patching.
- ☐ **Floors:** Check for damage to carpets, hardwood, or tiles. Ensure no loose tiles or frayed carpet edges.
- ☐ **Lighting:** Test all light fixtures, ceiling fans, and bulbs. Replace as needed.
- ☐ **Windows and Window Treatments:** Ensure windows open/close, locks work, and blinds/curtains are clean and functional.
- ☐ **Heating/Cooling Systems:** Test HVAC units, replace filters if needed, and ensure thermostats are operational.
- ☐ **Smoke/Carbon Monoxide Detectors:** Test functionality and replace batteries if necessary.
- ☐ **Wi-Fi/Technology:** Verify internet connectivity, smart devices (e.g., locks, thermostats), and entertainment systems (TVs, remotes) are working.

### 3. Kitchen

- ☐ **Appliances:** Test refrigerator, oven, microwave, dishwasher, and smaller appliances (coffee maker, toaster). Ensure they're clean and functional.
- ☐ **Sink and Faucets:** Check for leaks, drips, or clogs. Test garbage disposal if applicable.
- ☐ **Countertops and Cabinets:** Inspect for damage, stains, or loose hinges/handles. Ensure cleanliness.
- ☐ **Fire Safety:** Verify fire extinguisher is present, accessible, and not expired.

### 4. Bathrooms

- ☐ **Toilets:** Test flush valves and check for leaks or running water.
- ☐ **Sinks and Faucets:** Inspect for leaks, clogs, or low water pressure.
- ☐ **Shower/Bathtub:** Check for leaks, mold, or grout issues. Ensure proper drainage.
- ☐ **Ventilation:** Test exhausts fans and ensures no mold/mildew buildup.
- ☐ **Mirrors and Fixtures:** Confirm mirrors are clean and fixtures (towel racks, toilet paper holders) are secure.

- ❑ **Supplies:** Verify adequate stock of toilet paper, soap, and towels.

## **5. Bedrooms**

- ❑ **Beds and Linens:** Check mattresses for stains or damage. Ensure linens are clean, unstained, and properly fitted.
- ❑ **Furniture:** Inspect nightstands, dressers, and chairs for damage or wobbliness.
- ❑ **Closets:** Confirm hangers are available and closet is clean/organized.
- ❑ **Outlets and Chargers:** Test outlets and ensure USB chargers or bedside lamps are functional.

## **6. Living Areas**

- ❑ **Furniture:** Check sofas, chairs, and tables for stains, tears, or structural issues.
- ❑ **Entertainment Systems:** Test TVs, streaming devices, and remotes. Ensure cables are tidy. Test and replace batteries as needed in remotes.
- ❑ **Decor:** Verify wall art, rugs, and decorative items are intact and clean.

## **7. Safety and Compliance**

- ❑ **Emergency Exits:** Ensure clear access to exits and that exit routes are marked if required.
- ❑ **First Aid Kit:** Confirm kit is stocked and accessible.
- ❑ **Locks and Security:** Test all door and window locks. Verify smart locks or keypads have fresh batteries.
- ❑ **Pool/Hot Tub (if applicable):** Check water quality, equipment functionality, and safety signage.
- ❑ **Local Regulations:** Ensure compliance with short-term rental laws (e.g., permits, safety equipment).

## **8. Guest Experience**

- ❑ **Welcome Materials:** Verify guest manuals, house rules, and local guides are present and up-to-date.
- ❑ **Consumables:** Check stock of coffee, tea, snacks, or other guest amenities.
- ❑ **Noise Issues:** Note any external noise (e.g., construction, neighbors) that could affect guest experience.
- ❑ **Overall Ambiance:** Assess if the property feels inviting, clean, and well-maintained.

## **9. Maintenance Notes**

- ❑ **Immediate Repairs:** See attached list of any urgent issues (e.g., leaks, broken appliances) requiring prompt attention.
- ❑ **Scheduled Maintenance:** See attached for noted tasks for future upkeep (e.g., HVAC servicing, gutter cleaning).
- ❑ **Inventory Updates:** See attached recorded items to replace or restock (e.g., linens, kitchenware).
- ❑ **Photos:** Please see attached any photos taken of any issues or areas needing attention for documentation.