



DAYLIGHT SAVINGS TIME CHECKLIST

Fall back with ease, using this handy home maintenance checklist.

As a renter, you are required to perform certain tasks , to avoid being responsible for some repairs and breakdowns in equipment, as a result of not performing your required tasks.

Other tasks are just smart to take care of where you live and to increase the life of things that you enjoy.

1

Review Your Rental Agreement – The first thing you need to do when maintaining your home is to know your responsibilities. You also need to know what you are allowed to do and what you are not allowed to do. To request a repair, or maintenance required by management you must fill out and turn in a Maintenance & Repair Request form.

2

Check Smoke/Carbon Monoxide Detectors - Replace the batteries in all detectors **if** batteries are replaceable. Test all detectors & *notify management of all malfunctions*. Check fire extinguisher. If you don't have a fire extinguisher, now is a great time to purchase one.

3

Check Light Bulbs – Check all light bulbs in and outside of your home and replace as needed. Stock up on extra light bulbs. Check flashlight bulbs and batteries and replace as needed.

4

Check First Aid Kits – Check all first kits in your home and your cars and replace expired items. Check and replace all expired items in your 72 hour kits. Don't have a 72 hour kit? Now is a great time to create one for every member of the family. Use Google for ideas.

5

Furnace Maintenance – Replace the filter, vacuum baseboard heaters or the area around the furnace door & make sure outside of the furnace is clear. *Notify management of all malfunctions, need for service or repair or if you suspect anything that doesn't seem right.*

6

Clean Appliances – Clean the oven thoroughly to prevent food catching fire while cooking. Check washer and dryer filters and replace as needed. Check hoses for leaking and wear. *Notify management of any malfunction or suspected need for repair to appliances.*

7

Check Tub/Shower – Take a look at all the bathroom fixtures. Do you see any unusual wear, missing caulking or areas where water could leak through? If so, *notify management to take a look.*

8

Winterize Outdoor Faucets – Be sure to disconnect all hoses from outdoor water faucets and cover the faucets with a faucet cover. *Notify management of all malfunctions.*

9

Clean Up The Yard – Be sure to maintain the yard throughout the winter. Keeping the leaves raked, the grass cut and edged will keep the moss growth to a minimum and the bugs and rodents will be kept away.

10

Outside Inspection – Take a look around the outside of the house, look for any damage or areas in possible need of repair. *Notify management of any issues.*

11

Inside Inspection – Take a look at the inside of the house, look for any damage or areas in possible need of repair. *Notify management of any issues.*

12

Clear Clutter – Be sure all areas inside and outside the home are free from any accumulation of debris, filth, rubbish and garbage.

13

Renter's Insurance – Review your renter's insurance policy and ensure proper coverage as required by the rental agreement, as well as any additional coverage you may need as advised by your agent.

14

Fire Escape Plan – Review your fire escape plan with every member of the household to ensure everyone knows how and is able to safely escape in the event of a fire.

If you notice anything that is out of place, needs repair or that you think should be looked at, please be sure to notify management by completing a ***Maintenance & Repair Request*** form.

For emergency repair needs call the office immediately.

(971) 266-3709

For non-emergency inquiries, office hours are:

Monday – Friday

9am and 5pm.