

MAINTENANCE & CLEANING MASTERLIST

Property Maintenance Records

Period: _____

INTERIOR DEEP CLEANING

TASK DESCRIPTION	PRIORITY	SCHEDULED	DONE
Steam clean carpets and upholstery	Medium	__ / __	
Degrease kitchen backsplash & hood filter	High	__ / __	
Dust ceiling fans and light fixtures	Low	__ / __	
Sanitize baseboards and door frames	Low	__ / __	

ESSENTIAL REPAIRS & SYSTEMS

TASK DESCRIPTION	PRIORITY	SCHEDULED	DONE
HVAC Filter replacement	High	__ / __	
Inspect plumbing for slow leaks (sinks/toilets)	High	__ / __	
Patch and paint wall scuffs/cracks	Medium	__ / __	
Tighten cabinet hinges and door hardware	Low	__ / __	

EXTERIOR & SAFETY

TASK DESCRIPTION	PRIORITY	SCHEDULED	DONE
Test smoke and CO2 detectors	Critical	__ / __	
Clear gutters and downspouts	High	__ / __	

TASK DESCRIPTION

PRIORITY

SCHEDULED

DONE

Inspect window seals and weatherstripping

Medium

__ / __

NOTES / PARTS NEEDED

INSPECTOR SIGNATURE