



EQ8 Asset Care

Property Management Checklist

Instructions

1. Read the Maintenance Checklist properly
2. Check the “YES, NO, or NOT APPLICABLE” box beside each item. (A “no” response requires further attention)

1. SITE, PLANTATIONS & OUTDOOR HOUSEKEEPING

1	Description	YES	NO	N/A
a	Check Walkway, Plantation Access Roads Cleaning			
b	Removal and disposal of all fallen tree limbs, dead shrubs			
c	Grass cutting and debris Removal			
d	Removal of all blockages of walkways, unwanted materials disposal			
e	Replacement of Deteriorated Fence			
f	New Fence Installation			
g	Maintenance of Garden, Shrubs and Trees			
h	Shrubs Cutting and Removal near Rubber Trees			

2. HOME OUTDOOR CLEANING

2	Description	YES	NO	N/A
a	Check Walkway surfaces, patch & repair			
b	Removal and disposal of all fallen tree limbs, dead shrubs			
c	Grass cutting and debris Removal			
d	Removal of all blockages of walkways, unwanted materials disposal			
e	Replacement of Deteriorated Fence			
f	New Fence Installation			
g	Maintenance of Building Exteriors including sliding, roofs, stairways and Balcony			
h	Maintenance for Parking Lots, side walkways & parking area			
i	House/Building Exterior Jet Pressure Washing and Cleaning			
j	Landscape & Lawn Cleaning			
k	Building Structure/Walls/Ceiling Maintenance			
l	Maintenance of Garden, Shrubs and Trees			

3. CARPENTRY, MASONRY & PLUMBING

3	Decription	YES	NO	N/A
a	Doors and Door Frames Carpentry Repair			
b	Window Frames Repair			
c	Maintenance of Toilet/Kitchen supply lines			
d	Repair and Maintenance of Pipe Leakages			
e	Patch Cracks in Ceilings and Drywall			
f	Replacement of Water Filters			
g	Repair and Maintenance of Toilet and Kitchen Sanitary			
h	Repair and Maintenance of Door Locks & Window Glasses			
m	Building Structure/Wall Masonry/Damaged Floor Tiles Repair			

4. HOUSE INTERIOR,APPLIANCES, VEHICLE & UTILITIES

4	Decription	YES	NO	N/A
a	Vehicle Cleaning, Maintenance & Service			
b	Wipe down countertops and cabinets			
c	Toilet Washing & Cleaning			
d	House Windows Washing, Cleaning & Wiping			
e	House/Building Utilities Replacement			
f	Interior Furniture/Sofas, cushion vacuum and deep cleaning			
g	Wrapped feather dusters with a dust cloth			
h	Cleaned air return grilles and air supply vents			

5. FLOOR CLEANING

5	Decription	YES	NO	N/A
a	Dust vacuuming, chemichal washing and mopping floors			
b	Mechanized cleaning (For Tiles, Granite and Marble Floors)			
c	Carpet & Furniture Vaccuming,Dust Removal & Cleaning			

6. ELECTRICAL WORK

6	Decription	YES	NO	N/A
a	Replacement of AC Filters & Gas Filling			
b	Replacement of Electric Lights			
c	Repair and Maintenance of Electric Panels & Control Systems			
d	Cleaning of A/C Air Filters and Air Ducts			

7. MOISTURE, LEAKS, AND SPILLS

7	Decription	YES	NO	N/A
a	Ceiling Tiles, floors, and walls leaks or discoloration			
b	Moisture and Leaks in:			
	i. Indoor areas near known roof or wall leaks			
	ii. Walls around leaky or broken windows			
	iii. Floors and ceilings under plumbing			
	iv. Duct interiors near humidifiers, cooling coils, and outdoor air intakes			

8. GRAVESTONE CLEANING

8	Decription	YES	NO	N/A
a	Removal of overgrowth, debris and dead plant matter			
b	Grass trimming, edging, weeding, and raking			
c	Headstone cleaning			
d	Placement of fresh flowers, wreaths etc.			
e	Candle Lighting on their memory days and special occasions			

Notes

<p>Customer</p> <p>Name :</p> <p>Date :</p>	<p>EQ8 Site Supervisor</p> <p>Name :</p> <p>Date :</p>	<p>EQ8 Section Head</p> <p>Name :</p> <p>Date :</p>
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