

Home Watch Check List

- ___ Check mailbox (read closedown notes for instructions for Customer mail).
- ___ Turn main water on if required - very important - **don't flush toilets if water is off!**
- ___ Open front door and leave key on ground by front door to ensure you don't lock yourself out!
- ___ Go directly to kitchen.
- ___ Sign in - **Date and Time.**
- ___ Read closedown notes for special instructions.
- ___ Check phone - if **no** dial tone - call into office immediately. Call your cell phone from their phone to ensure phone works.
- ___ Check fridge and freezer for perishables, temp, freezing or icing over (perishables need to be removed).
- ___ Start dishwasher (1st week of every month).
- ___ Return to front door and follow right wall line.
- ___ Check ceilings, walls, floors, under sinks, around windows for leaks and stains.
If the air handler is in house check that room to ensure it is not leaking - leave door open.
- ___ **Flush all toilets along the way - unless they have saran wrap around them - make sure enough water in bowl - if not, need to flush and add more bleach and rewrap. If customer has a swisher and toilet bowl cleaner please use regularly. Please note customers may just have the valves off at toilets versus the main water - ensure ON before flushing - Tank to toilet cannot be empty!**
- ___ Open all doors to sink areas and all closet doors in the house.
- ___ Take ALL a/c (s) down - _____ What does the temp say for each one.
- ___ Check breaker panel.
- ___ Check hot water heater for rusting, leaks, vacation mode or if electricity is off at the breaker.
- ___ Unplug circulation pump to HWH - not all HWH's have a circulation pump.

- ___ Check for trash and recyclables - need to be removed on appropriate day.
- ___ Check air handler(s) in garage to ensure no leaks.
- ___ Continue right wall line out front door.
- ___ Follow right side all the way around the house.
- ___ Check plants for dry spots, pest problems, broken sprinkler heads - are plants straight?
- ___ Check windows from outside for breakage.
- ___ Check eaves for wasp nests.
- ___ Check gutters for problems.
- ___ Check pool equipment for leaks-
 - Pressure gage should be 20 or less - _____ - What's the pressure?
 - Check sound of pump - if a rattle, loud, etc - call into office.
 - Check pool for level, color and debris - call office if low or coloration.
- ___ Check grass outside rear fence line for yellowing, weeds and whether being cut.
- ___ Check a/c condensers to ensure all came on, glowing warm air and check for sound.
- ___ **All** a/c problems - **IMMEDIATELY** call into office.
- ___ Check softener/carbon system to ensure there are no leaks at top of tank.
- ___ Check salt tank (if required) to ensure there is salt in tank.
- ___ Check rust control tank for proper amount of chemical - if not full, report % of fullness.
- ___ Return inside - reset all a/c's back to 78 degrees and if they have a humidistat set at 55%
- ___ Recheck all toilets to ensure they are not running or leaking in bowl.
- ___ **ALL** packages bring to office.
- ___ List all Landscape issues of any other issues on back of this page.