

WEEKLY MAINTENANCE CHECK LIST

Unit:		PROGRAM MANAGER:		DATE:
		Yes	No	If no, please explain
A	EXTERIOR			
1	Lawn/Driveway/Porch clear of debris			
2	Lights turned off during day			
3	Exterior Lights working			
4	Garbage cans have lids and no holes			
5	Grass & Landscaping appropriate			
6	No broken windows			
7	All window screens are in place and any door screens to patio or deck			
8	No Structural damage (gutters/roof, siding etc.			
9	Patio backyard clean & organized			
B	INTERIOR			
1	All appliances clean & working			
2	All lights fixtures & bulbs working			
3	Thermostat working			
4	Furniture in good condition			
5	Water temperature 110 °F or less			
6	Washer dryer clean & lint free			
7	Doors & Windows in working order			
8	Smoke detectors working			
9	Fire extinguisher tags dated & charged			
10	Floor/Carpets clean			
11	Mattresses free of urine			
12	Bathrooms clean & free of mold			
13	Baseboard molding trim clean throughout the house			
14	All air vents clean and bathroom exhaust fans clean			
15	Curtains properly hanging, all blinds removed.			
16	Any leaks on ceilings in the house			

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Unit:		PROGRAM MANAGER:		DATE:
17	Med cabinet organized, all papers filed			
		Yes	No	If no, please explain
18	Bedrooms clean, organized, dusted & TV's clean and working with remote present..			
19	Kitchen clean & organized with no expired food in fridge or cabinets			
20	Emergency Kit has no expired food, enough food for all. Everything present inside from list and sealed.			
21	5- gallon Emergency Water Bottles are not expired, and enough for all. Add 1 for total individuals. <u>Example:</u> For a house of 3 individuals, we would need 4 bottles, for 4 ind.- 5 bottles, etc.			
22	Red Emergency Backpack present for each individual with their name on it with hygiene items not expired (toothpaste, bodywash, etc.)			
23	Bulletin Boards are organized and up-to-date. No expired flyers or memos. No staples, enough push pins present.			
C VEHICLES & VEHICLE BINDER				
1	Tires are in good condition with sufficient pressure and tread			
2	All mirrors are working and usable			
3	Windshield wipers are in good condition			
4	Spare tire is available			
5	Vehicle is clean interior & exterior			
6	Any new body damage			
7	Emergency kit available in the vehicle			
8	Mileage log available in the vehicle binder			
9	Registration/tags are current			
10	Updated basic info sheets present in binder for all individuals			
11	Current PMOF's of individuals are present in binder			
12	Individual Pictures are in the binder			
13	Individual Health Insurance card copies present in the binder			
14	Most current emergency contact form present			
D OTHER ISSUES/ITEMS NEEDED				