

Property Head Checklist

Maintenance Guide Checked Off: (includes smoke extinguishers signed off)

Aug: person _____	date: _____
Sep: person _____	date: _____
Oct: person _____	date: _____
Nov: person _____	date: _____
Dec: person _____	date: _____
Jan: person _____	date: _____
Feb: person _____	date: _____
Mar: person _____	date: _____
Apr: person _____	date: _____
May: person _____	date: _____
Jun: person _____	date: _____
Jul: person _____	date: _____

Workdays:

Fall:	created by: _____	Date for workday: _____	Head: _____
Winter:	created by: _____	Date for workday: _____	Head: _____
Spring:	created by: _____	Date for workday: _____	Head: _____

Review Janitorial: (write date)

Aug: _____	Feb: _____
Sep: _____	Mar: _____
Oct: _____	Apr: _____
Nov: _____	May: _____
Dec: _____	Jun: _____
Jan: _____	Jul: _____

Fire Marshall: Inspector Name: _____ Date: _____ Approved: _____
Person who showed the Marshall: _____

Water Filter Replaced

September _____
December _____
March _____
June _____

Heater Filter Replaced

VBS Post Stations

Name of person overseeing training, everyone present and following protocols, all stations set

Gardening Areas

Where	Who
1: Sanctuary Front:	_____
2: Sanctuary Side Wall:	_____
3: Sanctuary Patio:	_____
4: Small sign at turn in parking lot:	_____
5: stairs area and tree area at parking:	_____
6: PD Office Window:	_____
7: Outside Stonewall:	_____
8: Patio of front house:	_____
9: Mulched area near trailer:	_____

11. Playground Clear: _____
 12. Cottage House: _____

UV Bulb Service: Barlow Water Systems (annually) [203-872-0711](tel:203-872-0711)

May/June: _____

Change between Heat/Cool

Fans:	Thermostat:
April: _____	_____
Oct: _____	_____

Septic Serviced:(203) 231-0333 (every 1.5 years)

Next Service.... **October 2022**

Boiler Certificate of Operation

Yearly: _____

Fire Marshall: (203)924-1555 ext 1514

Date: _____

Review Notes for other services:

Snow Service: Were there any problems, missed areas, directions needed to give to person?

Lawn Service: Were there any problems, missed areas, directions needed to give to person?

Janitorial Service: Were there any problems, missed areas, directions needed to give to person?

Other Services:

Waste disposal, Electric/oil/Water/Insurance/Septic/Boiler, etc: _____

Emergency services contracted out:

Problems with **tenants** and how it was addressed/other comments:
