

Summerization Report

Property: _____

Phase: _____

To: Regional Property Manager

The below listed steps have been taken by the undersigned in summerizing the property. All work has been completed prior to May 1, 20____.

1. All timers for common lighting have been adjusted for operation in the summer months.
2. All common area, hallway, walk-up basement, utility room, furnace room and laundry room thermostats are turned-off. All hot water heaters in the apartments and common areas are set at the lowest normal level. Pilot light assemblies, vent pipes and pressure relief valves are operational.
3. Swimming pool (if applicable) filter systems, pumps, valves, chlorinators are operational.
4. All gutters and downspouts have been cleaned and flushed, all splash blocks have been checked and tilted to allow water to flow away from buildings.
5. All mechanical equipment and gasoline-driven snow equipment has been cleaned, oiled, drained and stored as required. Company vehicle and lawn equipment have been serviced and are operational.
6. All water systems have been de-winterized as required.
7. Fertilizer, weed killer and additional seed (where required) have been applied to all lawns. Other lawn and maintenance operations as required have been performed.
8. Air-conditioning units have been checked. Coils (inside and outside) have been cleaned and are free of all obstruction (i.e. grass/weeds). Filters have been cleaned.

Other Comments: _____

Date: _____

Maintenance Personnel