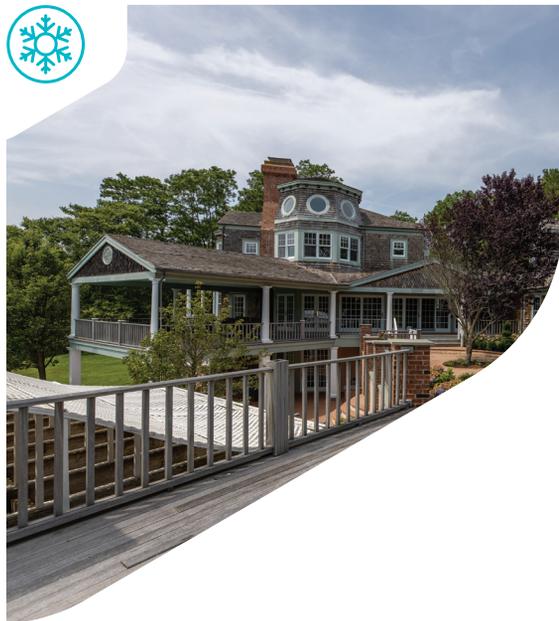




STAYMARQUIS

WHERE HOME MEETS HOSPITALITY



Y E A R L Y

MAINTENANCE SCHEDULE

SPRING



Service date:

- Re-verify rental permits and other approvals needed
- Update vendor list with StayMarquis
- Deep clean inside
- Clean carpet and upholstery
- Set up mosquito and tick services
- Schedule pest control services if needed (ants, mice, fruit flies, etc.)
- Change A/C filters and check freon
- Clean air ducts
- Change batteries in remotes
- Change batteries in smoke detectors
- Change batteries in carbon monoxide detectors
- Change batteries in pool alarms
- Check modems, routers and cable boxes
- Replace your fire extinguisher if it's more than 5 years old
- Open pool and perform tune up (**no later than May 15th**)
- Open hot tub and perform tune up
- Power wash outside furniture
- Power wash outside areas (deck, walkway, fence, etc.)
- Professionally clean BBQ (if not completed in the fall)
- Clean out gutters
- Wash windows (should be done after power washing)
- Throw out expired goods (spices & condiments)
- Install keyless entry system and replace batteries
- If physical keys, 1 key to StayMarquis, 1 key hidden on site, 2 keys for renters

SUMMER



Service date:

- Set up auto pay for cable bill
- Set up auto delivery for propane
- Set up weekly trash removal
- Set up weekly landscaping
- Set up weekly pool / hot tub service
- Deep clean / organize interior (halfway through summer)
- Schedule weeding of flower beds
- Power wash patio area & furniture (halfway through summer)
- Discard expired food and condiments

FALL



- Close the pool (no later than Oct. 20th)
- Close the hot tub (no later than Oct. 20th)
- Close irrigation system
- Turn off water to outdoor shower
- Put away or shrink wrap outdoor furniture
- Clean out gutters
- Perform fall landscape clean-up
- Deep clean interior
- Take inventory of supplies (towels, plates and cups, etc.)
- Order any replacement supplies that are needed
- Schedule tune up and vacuum of oil furnace
- Deep clean BBQ
- Throw out expired goods (spices & condiments)
- Check fuse boxes & replace fuses if needed
- Service hot water heater

WINTER



Service date:

- Schedule snow removal service
- Schedule off-season trash removal
- Paint interior
- Make any repairs needed
- Replace broken items / furniture
- Make any upgrades
- Store away or properly cover outdoor furniture
- Install keyless entry
- Organize the property
- Install lock on owners closet to store back up set of linens
- Professionally clean dryer vents
- Replace toilet seats as needed
- Wash all blankets, comforters, quilts, pillows, and other bedding
- Ensure matching bed sets (sheets and pillow cases) without stains or holes
- Ensure all beds have mattress pad protectors
- Label all remotes with room names
- Label all light switch plates



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