

WESTSIDE CONCIERGE SERVICES

Home Check-in Report

Date: December 15, 2020

Inspection Point	Status	Comments
Exterior		
Visual check of grounds and landscaping for damage/issues	Red	Palms in driveway need to be cleaned up due to damage from recent windstorm; recommend your landscaper clean up on next visit
Remove newspapers/flyers from driveway and front door	Grey	None
Visual check for pests	Green	Dead roaches on the lanai were cleaned up
Ensure outdoor/security lights are functioning and on/off as requested	Grey	Solar, motion sensor lights are on
Check that garbage can is empty and placed in garage	Grey	
Collect mail from mailbox	Grey	No mail
Visual check of the farm plan, if applicable	Green	Fruit is growing!
Interior		
Enter home, disarm security system	Grey	
Check all windows and doors for damage and ensure they are locked	Red	Ohana window (small one next to the back door) is broken, which looks to be from the recent storm; see below for recommended action, but have boarded it up with plywood in the meantime
Visual check for signs of water damage, mold and mildew	Grey	None
Flush toilets	Grey	
Run water in sinks, tubs and showers	Grey	
Turn water lines (faucets, toilets, etc.) on/off as requested	Grey	
Check for air conditioning to be off or on proper setting	Grey	Off

Check that lights and timers are on/off as requested		Living room and bedroom lights are on timers from 7pm-6am
Check water heater for leaks and make sure it's plug/unplugged		
Visual check for pests		Cleaned up a couple dead roaches in the living room
Visual check of closets, pantry and storage closets		
Check refrigerators, freezers and ice machines for operation or off		
Check circuit breaker panel		
Check garage and make sure it is locked and door unplugged		
Verify laundry water lines are off		
Take note of any unusual odors		
Check for condition/cleanliness left by authorized contractors or guests		Tile repair person did a nice job and did clean up - see pic below of the repaired tile
Visual check for any garbage cans not left empty		
At departure, reset security system and lock up		
Other		
Additional/alternate inspection points, as agreed upon: Make sure trickle charger is connected to the car		Your friends that stayed forgot to plug in the trickle charger, so we plugged it in

Legend:

	Completed, no change from last check-in
	Status change, but no action required
	Status change, please review
	Status change, issue needs to be addressed

Recommended Action Items:

Issue	Recommended Action Items
Few palms in driveway are partially down	Recommend you ask your landscaper to remove or let me know if you'd like me to request this of him?
Broken window in ohana	Need the glass replaced, so have put up plywood in the meantime. I got a quote for replacement glass from Rainbow Glass for \$65 and Maui Glass for \$70. Let us know if you would like us to proceed with that repair with either of those quotes, or if you'd like to wait to handle yourself on your next visit?

