

WESTSIDE CONCIERGE SERVICES HOME MANAGEMENT REPORT

EXAMPLE

Status Legend:

	Completed, nothing to report or comment on
	Not completed and/or applicable, with explanation
	Completed, with comment or question, but no action required
	Status change, please review question and/or issue noted
	Status change, urgent and/or critical issue to be addressed

Checklist:

Inspection Point	Status	Comments
Exterior		
Visual check of grounds and landscaping for damage/issues		From the recent storms, there was an extra amount of build up on the atrium floor, so hosed/scrubbed that - see 'after' pic below. Also, see pic of the pineapple you planted last time!
Visual check of the pool/spa and pool equipment area for leaks/issues		
Hose down lanai to remove build-up (salt, sand, bird droppings, etc.)		Surface Solutions is scheduled for annual deep clean and treatment of lanais and driveways on March 15 @ 9:00am HT.
Visual check for pest issues (e.g. wasp nests, foliage bugs, etc.)		Per the video texted, there is still active white fly around the plumerias, so per your ask, spoke with the landscaper and he is going to do a round of treatment this week. Will monitor.
Ensure external house lights are off (except security/motion sensor)		
Run water in outdoor showers		
Run water in outdoor kitchen		
Light tiki torches (1x month)		Completed last visit. Will do again next month.
Check that outside garbage can is empty and placed in receptacle		
Collect mail from mailbox, and send pics of non-junk/marketing mail		Only marketing mail - will set aside for when you return.
Bring in packages		

Check gas gauge and provide % full		@ 70%
Check garage for any issues		
Check car and golf cart are stored in garage and on chargers, as required		
Check Tesla wall units for green light		
Open/close garage door to check for issues		
Interior		
Enter home, disarm security system		
Check that lights are on/off as set and shades are shut		
Check all windows and doors for damage and ensure they are locked		
Run water in sinks, tubs and showers and visual check for leaks		
Flush toilets		
Visual check for signs of water damage, mold and mildew		Contractor is almost ready to paint where he's wrapping up repair from the recent leak - see pic of progress.
Check for air conditioning to be at requested setting (76 degrees)		With the extra humidity right now, let us know if you'd like us to adjust (or you can remotely) to 74 degrees to keep things cool inside.
Check water heater for leaks		
Visual check for pests		
Visual check of closets, pantry and storage closets		
Check refrigerators and freezers for operation and odors, expired/expiring items		
Unplug countertop electrical appliances		
Take note of any unusual odors or sounds		Replaced back-up battery in the smoke alarm for the primary bedroom that was chirping.
Check internet for availability		
Check for condition/cleanliness left by authorized contractors or guests		Will have cleaner come in after the contractor wraps up to do full cleaning, per our conversation on Monday.
Visual check for any garbage cans not left empty around the house		
At departure, set security system and lock up		
Projects		

Island arrival prep / departure close-up		Will be prepped for your arrival on April 8, including opening up the house, stocking groceries (I'll send you grocery list separately), having your car at the airport, as well as the other items you asked us to prep for your guest.
Other special projects, as requested		

Pictures:





