

WESTSIDE CONCIERGE SERVICES HOME MANAGEMENT REPORT

Client: [name]

Island Home: [address]

Date: [date]

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		
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.)		
Visual check for pest issues (e.g. wasp nests, foliage bugs, etc.)		
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)		
Check that outside garbage can is empty and placed in receptacle		
Collect mail from mailbox, and send pics of non-junk/marketing mail		
Bring in packages		
Check gas gauge and provide % full		
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 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		
Check for air conditioning to be at requested setting (76 degrees)		
Check that lights are on/off as set and blinds are shut		
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		
Check internet for availability		
Check for condition/cleanliness left by authorized contractors or guests		
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		(see checklists specific to open/close)
Other special projects, as requested		

Pictures:

[Insert pictures showing issues or other items of note from the comments above.]