

HOW OUR HOMEWATCH WORKS

- _____ Check mailbox (read closedown notes for instructions for Customer mail)
- _____ Turn main water on if required – very important – **don't flush toilets if water is off!**
- _____ Open front door and leave key on ground by front door to ensure you don't lock yourself out!
- _____ Go directly to kitchen
- _____ Sign in – **Date and Time**
- _____ **Read Closedown Notes for special instructions**
- _____ Check phone – if **no** dial tone – call into office immediately. Call your cell phone from their phone to ensure phone works
- _____ Check fridge and freezer for perishables, temp, freezing or icing over (perishables need to be removed)
- _____ Start dishwasher (1st week of every month)
- _____ Return to front door and follow right wall line
- _____ Check ceilings, walls, floors, under sinks, around windows for leaks, and stains
- _____ If air handler in house check that room to ensure it is not leaking – leave door open
- _____ **Flush all toilets along the way – unless they have saran wrap around them – make sure enough water in bowl – if not, need to flush and add more bleach and rewrap. If customer has a swisher and toilet bowl cleaner please use regularly. Please note customers may just have the valves off at toilets versus the main water – ensure ON before flushing – Tank to toilet CANNOT BE EMPTY!**
- _____ Open all doors to sink areas and all closet doors in house
- _____ Take ALL a/c (s) down - _____ What does the temp say for each one

- _____ Check breaker panel
- _____ Check hot water heater (HWH) for rusting, leaks, vacation mode or if electric off at breaker
- _____ Unplug circulation pump to HWH – not all HWH have a circulation pump
- _____ Check for trash and recyclables – need to be removed on appropriate day
- _____ Check air handler(s) in garage to ensure no leaks
- _____ Continue right wall line out front door
- _____ Follow right side all the way around house
- _____ Check plants for dry spots, pest problems, broken sprinkler heads – are plants straight?
- _____ Check windows from outside for breakage
- _____ Check eaves for wasp nests
- _____ Check gutters for problems
- _____ Check pool equipment for leaks
 - _____ Pressure gauge should be 20 or less - _____ - what's the pressure?
 - _____ Check sound of pump – if a rattle, loud, etc – call into office
 - _____ Check pool for level, color and debris – call office if low or coloration
- _____ Check grass outside rear fence line for yellowing, weeds and whether being cut
- _____ Check a/c condensers to ensure all came on, blowing warm air and check for sound
- _____ **ALL** a/c problems – **IMMEDIATELY** call into office
- _____ Check softener/carbon system to ensure there are no leaks at top of tank
- _____ Check salt tank (if required) to ensure there is salt in tank
- _____ Check rust control tank for proper amount of chemical – if not full, report % of fullness
- _____ Return inside – reset all a/c's back to 78 degrees and if they have a humidistat set at 60% (if temp says 80 degrees or higher, adjust humidistat accordingly and report at all times)
- _____ Recheck all toilets to ensure they are not running or leaking in bowl
- _____ **ALL** packages bring to office
- _____ List all Landscape issues or any other issues on back of this page
