

HOW OUR HOMEWATCH WORKS

Name _____ Date _____ HW Tech _____ Time _____

___ Check mailbox

___ Turn main water on if required – very important – don't flush toilets if water is off! Most winter Homewatch clients have water drained and water off for duration of absence.

___ 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 for perishables, temp, freezing or icing over (perishables need to be removed).

___ Start dishwasher (1st week of every month unless water is off)

___ Return to front door and follow right wall line, check ceilings, walls, floors, under sinks, around windows for leaks, mold 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) (if summer) down to 60 so that it can be checked to ensure working properly. Reset to 78 when done. If winter set at 55-58 degrees. Note 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; broken tree limbs.

___ 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. The key is to ensure moisture is out of home and no mold is growing anywhere.

___ Recheck all toilets to ensure they are not running or leaking in bowl

___ ALL packages bring inside (or to office for forwarding if requested)

___ List all Landscape issues or any other issues on back of this page