

PEMCO CHECKLIST FOR INITIAL SERVICES
ALL ITEMS MUST BE COMPLETED AND ALWAYS SIGN THE SIGN IN LOG

Case # _____ Address: _____

- Clean all baseboards, window frames, doors, light switch/outlet covers, light fixtures, ceiling fans and all heat and air conditioner vents/ducts. Remove all dirty and non-cleanable window covers, drapes curtains, and binds. (If blinds are left in place they should be dusted & pulled up) Place an effective air freshener in baths & kitchen.
- Remove cobwebs and dust from ceilings, walls, light fixtures/fans, trim, windows, doors and walkways (entry porch/patio).
- Clean all countertops, cabinets, cupboards, pantries and drawers (inside & out) to ensure absence of dirt, smudges, grime, grease, debris, food particles, etc.
- Clean all sinks, plumbing fixtures and appliances (inside and out) throughout premises. Refrigerator ___ Range Vent ___ Range & Oven ___ Microwave ___ Dishwasher ___ Other () ___. If the cook-top drip pans cannot be cleaned, replace with new ones. **DO NOT DISCARD OVEN RACKS – THEY MUST BE CLEANED. Place one box of baking soda inside any refrigerator.**
- Clean bathrooms and kitchen thoroughly including all fixtures and surfaces (toilets, sinks, tubs, showers, mirrors, fixts using a disinfectant cleaner that does NOT leave residue so as to remove dirt, grime, mildew and odor. Clean hard water stains on fixtures and faucets with CLR or equivalent.
- Clean toilets, toilet bowls and surrounding areas thoroughly. Tape "Do Not Use" signs on toilets and using clear tape and tape toilet lids down with **white or clear duct tape**. (no gray or red tape & now package tape)
- Clean full view glass doors at front and rear entries & pictures windows inside & out.
- Clean windows with a good glass cleaner on interior to be free from dirt, grime fingerprints, tape, stickers, etc. **Leave all PEMCO signs – but remove all other signs & sticker.**
- Sweep & wet mop all non-carpeted floors and vacuum all carpeted floors spot clean or removal of stained carpet when applicable (must be clean and sanitary). Be sure to include stairs, closets, baseboards, other hard to reach areas, and door entry thresholds. Use Carpet Fresh for Pet Odors or equivalent on all carpeted floors for a fresh smell.
- Remove carpet when included on the work order & remove all exposed tack strips & padding. Remove all nails/tacks or any other mounting on walls that are less than 6' from floor. Glue all loose or frayed carpet or vinyl flooring with Liquid Nails or equivalent to eliminate trip hazards.
- Clean out all fireplaces & wood stoves to be free of ashes, debris, soot, etc. and close the dampers.
- Pick up and properly dispose of ALL interior debris (including porches, closets, cabinets, attics, crawlspaces, etc.)
- Remove all broken or jagged glass from any broken window panes or boarded windows.
- Remove and properly dispose of all exterior debris and junk from the yard & all garages, storage sheds, outbuildings & mailboxes. Sweep all garages & outbuildings.
- Remove and properly dispose of all remaining personal property unless otherwise instructed by PEMCO.
- Cut lawn to a maximum of 3", mulch or remove all clippings. Cut the lawn to the edge of the property including alleyways unless otherwise instructed by PEMCO.
- Remove and properly dispose of ALL exterior debris, junk and trash including leaves and limbs. (Includes Christmas lights or décor)
- Trim shrubs, trees and all foliage 18" away from house, roof, walkways, and entrances. Trim shrubs to be even and uniform. All trimming and pruning should be done to accepted horticultural standards. Cut down all volunteer growth around foundations & in front planting beds. Clear all gutters.
- Sweep or blow all paved or concrete surfaces, porches, patios, sidewalks, driveways, etc.
- Edge (with a blade edger) all paved or concrete surfaces and trim (with a string trimmer) around all trees, bushes, fences, foundations planting beds, etc.
- Cap all bare electrical wires with wire nuts, cap all open gas lines with code approved caps; replace all missing switch plates and outlet covers & disable alarm systems.

General instructions: Waste materials debris and rubbish MUST be removed from the premises and properly disposed of. YOU ARE NOT ALLOWED TO USE CITY TRASH PICKUP SERVICES. YOU MUST HAE A GENERATOR AND BE CAPABLE OF HAULING WATER NEEDED FOR CLEANING. THE UTILITIES WILL BE OFF. **WINTERIZE OR RE-WINTERIZE THE PROPERTY WHEN REQUIRED.**

REPORT TO PEMCO OF ANY HAZARDOUS, UNSAFE OR UNSECURED CONDITION AT THE PROPERTY WITHIN 24 HOURS. PRIOR TO LEAVING MAKE SURE THAT ALL WINDOWS AND ENTRY DOORS (INCLUDING GARAGE DOOR) ARE LOCKED.

Signature: _____

Date: _____