

Beach Home Concierge Check List

Monthly On-Site Checks

Exterior:

Walk around exterior of house to check for damage. Check all balconies, decks, outdoor stairs.
Remove any trash or debris

Interior:

Bathrooms: run water in sinks, flush toilets, clean as needed, wipe dry and add baking soda if needed.
Check for any leaks.

Kitchen: run water in sink, run garbage disposable, wipe dry, add baking soda. Check for any leaks under sink and water line to refrigerator/ice maker.

AC/Water Heater: Check for any leaks, remove any debris. Check filter & replace if needed.

Test Smoke & CO2 Alarms—Replace Batteries if needed.

Cost: \$75 per month

Make Ready: Day prior to arrival

Plug in:

- Washer & Dryer—run rinse cycle in washer
- Lamps
- Radio, TV, Game Consoles

Reset:

- Thermostat to 74, increase fans to medium.
- Turn Ice Machine On
- Outdoor Items placed on patio, balconies
- Grills reconnect Propane Tanks

Grocery Concierge Delivery:

- Restock fresh items as requested. [Grocery Delivery Order Form](#)

Cost: \$75 to \$150 depending on size of property

After Use Cleaning and Shut down Prep

Professional Cleaning of Entire Home with special attention given to:

Bathrooms (Toilets, Sinks, Tubs & Showers)—close lids on toilets to reduce water evaporation
Bedrooms bed linens removed, washed, replaced on beds
Towels: washed and stored
Kitchen (clean Oven, Stove top, Sink. Put Baking Soda in Garbage Disposal)
Remove all perishable items from Refrigerator/Freezer, Empty ice, Turn off Ice Maker
Small Appliances (Cleaned and Stored) Toaster, Blender, Mixer, Crock Pot, Can Opener
Remove all trash-secure outdoor trash cans
Replace AC filters (if needed)
Sweep/Vacuum/Mop or Steam Floors
Dust Furniture, Shelves, Ceiling Fans and Blinds

Store and Secure

- Non-Perishable Food and Beverages. Any open packages need to be placed in Tupperware containers or freezer bags stored in freezer. Complete inventory of items for future Grocery orders.
- Outdoor Items: Grill (cleaned) turn off propane and remove tanks, Furniture, and Yard and Beach items (hoses, sprinkler, chairs, boards, floats, etc.)
- Propane Tanks, Gas Cans, and Charcoal

Unplug

Washer & Dryer, Small Appliances
Lamps (unless on timer for security purposes)
Radio, TV, Game Consoles

Set

Thermostat (80 with ceiling fans on low). Place Damprid Moisture absorber as recommended.
Door & Window Locks and Alarm

Photos

Pinventory Home Inventories by Organized Occasions creates an online secure site for photo storage and additional documents. 7-10 pictures of each room capturing all 4 walls, floor, ceiling, and art or appliances. Update photos as needed or annually.

Cost: *Starting at \$250 depending on size of property.*