



# Spring & Summer 2025 Maintenance

With the warm weather upon us it's time to check the home inside and out to ensure it's ready for the hot summer months. We ask that you take the time to check the property for maintenance issues. If you see any issues with moisture, mold, or items in need of repair, please contact us. Your help is greatly appreciated. (Please note that not all tasks will relate to your property.)

# Maintenance Checklist

## INTERIOR

- 1. General Cleaning:** Spring is a good time to clean areas of the home that often get neglected. Vacuuming the entire property can help alleviate settled dust, mites, allergens and will make for a cleaner, healthier home.
- 2. Attic & Basements:** Search for signs that indicate insects and critters that may have colonized over the winter months. Check for signs of leaks or moisture exposure. Clear all exterior basement stairwells of leaves and debris. Debris can clog the stairwell drains and cause flooding. If flooding does occur, please contact us immediately.
- 3. Leaking Pipes:** Spring is a good time to check for leaky faucets, clogged drains and sweaty pipes. Check under the kitchen and bathroom sinks to ensure pipes and hoses are properly sealed and look for signs of any wetness. Check washing machine connections as well.
- 4. Smoke Detectors:** This is the perfect time of year to test the smoke detectors and change the batteries. Ensure that all units are working correctly. If fire extinguishers are provided check the date for expiration.
- 5. Sump Pumps:** Check your sump pump often. Fill the pit up with water and make sure the pump turns on, drains and shuts off correctly.
- 6. Dryer Vents:** Clean the lint screen/filter before or after drying each load of clothes. Clean the dryer vent and exhaust duct periodically. Clean behind the dryer, where lint can build up. Lint can block the flow of air, causing excessive heat build-up, and can result to a fire in some dryers.

**If the property is a single family home, townhouse or duplex please read the following. (Please note that all tasks may not relate to your rental property.)**



# Maintenance Checklist

## EXTERIOR

- 1. Exterior Inspection:** It's a good idea to walk around the property, checking to see that everything is in good working condition. Observe your outside faucets and report any leaks that have occurred at the shut valves or water supply pipes.
- 2. Gutters & Downspouts:** Clear and remove all debris from your gutters and downspouts. Check gutters for possible repair needed, especially in older homes with aluminum or galvanized gutters.
- 3. Roof:** Check for cracked or missing shingles along with any apparent damage, such as shifted or missing shingles.
- 4. Chimneys:** Clear any vines or vegetation growing up the exterior; check for missing mortar or loose bricks. Be sure to store all firewood away from the home to avoid pests, such as termites and snakes.
- 5. Exterior Walls:** If you have wood siding, stucco or brick look for trouble spots, especially under leaves and near gutter downspouts. Water stains normally indicate that your gutters are not adequately containing roof runoff water. If you have wood siding, check for openings, damaged areas or knots that have popped out, making way for carpenter ants, woodpeckers and other critters that may nest in or burrow.
- 6. Lawns:** Rake the lawn to remove any branches, debris and leaves that you might have missed in the Fall; if left, the debris can suffocate the new grass growth beneath. Make sure outdoor water systems such as pipes, faucets and irrigation systems are in working order. Now is also a good time to clean out flower beds, trim bushes and mulch.
- 7. Decks & Patios:** Look for any warped and loose boards. Do a good sweep to remove any leaves and debris accumulated in the space between boards. Whether it's wood, plastic or composite a deck should be cleaned to prevent mold or moss.
- 8. Sidewalks & Driveways:** Report any concrete break down or major cracks to your Assistant Property Manager.
- 9. Air Conditioning:** Just as you maintained your furnace for Fall, make sure that your air conditioning units are in working order for the warmer months ahead. Change the filters! Make sure the drain pans are draining freely. In addition, vacuum any dust that has settled on the unit and connections; over time it can impact the air conditioner's effectiveness. If you suspect any problems with the performance of your systems, contact your Assistant Property Manager to ensure that a Certified Technician will check the systems. Window units should also be cleaned.

# Maintenance Emergencies

Be sure you know what consist of a maintenance emergency and what maintenance needs can wait until the next business day for scheduling. This can be reviewed in your Tenant Handbook.

**As a general rule, an emergency is anything relating to the property under the lease that is threatening to life, health or the property and cannot wait until the next business day to be addressed.**

**EMERGENCY PHONE: 703-537-3332**

**A/C REPAIRS:** This will be considered an emergency ONLY if the outside temperature is above 90 degrees for an extended period of time and in the summer. Normally this will be handled in a timely manner during normal business hours.

We hope you find this information helpful as you prepare your homes for the Summer months. Please call us anytime you have questions.

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## How Can We Help You?



### Lawn Care Services

Please contact your assigned Assistant Property Manager if you need assistance with finding a reputable lawn care provider.



### Better Way To Serve You

Do you have any concerns or suggestions you would like to bring to our attention? Email us at: [hello@mcepm.com](mailto:hello@mcepm.com)



### Holiday Office Closings

If you need assistance during our holiday closings please call our after hours phone line: **703.537.3332**