

LANDLORD CHECKLIST

Building owners of all sizes in the Northeast need to perform a thorough inspection of their properties after the harsh winter weather. The Andover Companies is here to help. We consulted with a local property management company that provided us the following spring maintenance checklist for property owners just like you.

SPRING MAINTENANCE CHECKLIST

- ✓ Inspect the roof and siding for any damage.
- ✓ Examine the foundation for any damage, like cracks or holes, that could lead to interior leaking or provide openings for rodents to enter.
- ✓ Check gutters and downspouts to ensure all are correctly connected and are not damaged from the winter months. After inspection, schedule gutter cleaning to remove leaves or debris from the late fall and winter, to make sure they are ready for spring showers and summer rains.
- ✓ Look for damaged window screens or door screens for each unit and repair as needed.
- ✓ Walk through all the building sidewalks and driveways and inspect for damage—such as roots, frost heaves, cracks, or potholes—that could be a hazard to tenants, visitors, contractors, or management. Schedule any repairs as soon as possible.
- ✓ Test central air conditioning units to be sure they are operating correctly before the warmer weather sets in. Change air filters in each unit on the air handlers.
- ✓ Walk through units that have reported any damage from the winter, like leaks or ceiling discoloration. These imperfections could be a sign of an ice dam or some other failure. Repair units as needed to avoid any mold or mildew buildup.
- ✓ Change the batteries in all smoke detectors and carbon monoxide detectors in common areas and within units.
- ✓ Clean up landscaping, including pruning and trimming trees and shrubs, and remove any leftover debris from the winter.
- ✓ Clean all dryer vents to avoid any fire hazards.
- ✓ Check sump pumps to be sure they are fully operational.

These tips were provided by Peacock Properties, a Boston-based property management company.