

Sample Property - Living List

Maintenance - Safety - Routine - Lifestyle: Active Items	Type	Contractor	Progress Comments	Date completed
Stain on carpet in 2nd floor guest bedroom closet - clean.	Routine	Stanley Steamer	3/15/19 - Scheduled cleaning to be completed 3/20/19. Spot treatment for closet.	
Cracked wooden railing on upstairs deck - repair or replace.	Safety	Charleston Built	3/20/19 - Repair scheduled and materials ordered, 3/21/19.	
Replace water filter - kitchen refrigerator.	Maint	Handy Man	3/25/19 - Filter ordered.	
Exterior Landscape Lighting - Inspection	Maint	NiteLites	3/16/19 - Inspection completed. Photocells need to be replaced on center oak. Parts ordered 3/17/19.	
Gutters - Upgrades	Maint	Charleston Built	3/19/19 - Mgmt. recommendations to enhance gutters along back side of home. Waiting on Owner approval.	
Spring Planting & Sod Fertilization	Routine	Greenery	3/27/19 - Met w/landscaper; reviewed Spring floral planting. Plant material ordered 3/29/19.	
Redesign Guest Bedroom	Lifestyle	Avenue Interiors	3/17/19 - Interior Designer working on final design layout for bedroom décor. Expected 3/20/19.	
Fill-in step stones w/gravel (make smooth walk area).	Safety	Greenery	3/16/19 - Added gravel. Material ordered for additional stepping stones, 3/17/19.	

Maintenance - Safety - Routine - Lifestyle: Completed				
Fireplace cleaning.	Maint	Chimney Doctors	Completed 11/09/18	November 2018
Power wash home; Clean ext. of windows.	Maint	Charleston Built	Completed 9/20/18	September 2018
Ordered new pool furniture.	Lifestyle	Avenue Interiors	Completed 6/20/18	June 2018
Repair raised pavers in garden path.	Safety	Charleston Built	Added to bi-annual PM Schedule	April 2018
Replaced hardwood flooring in downstairs hallways.	Lifestyle	Charleston Built	Completed 2/17/18	February 2018