

56-POINT VISIT & LOCKDOWN CHECKLIST

What Every Visit Includes: This is the full inspection checklist performed on every single visit, regardless of your plan. Nothing gets skipped.

Exterior & Security

- Check all exterior doors, windows, and sliders to ensure they are locked and secure.
- Collect all mail, junk mail, flyers, newspapers, solicitor notices, and packages from the porch, mailbox, and driveway.
- Visual inspection of the exterior (roofline, stucco, block walls) for obvious damage.
- Check ceilings and skylights for signs of roof/monsoon leaks.

Climate & Electrical

- Cycle the HVAC system to ensure it's functioning and verify thermostat is set to 85°F.
- Check the electrical panel for tripped breakers.
- Verify ceiling fans are running on low.
- Test smoke and CO detectors for low-battery chirps. Replace batteries as needed from client's supply.

Plumbing & Humidity

- Turn on the water main temporarily for plumbing tasks.
- Run water in all sinks, showers, and tubs for 30 seconds to refill P-traps and keep seals wet.
- Run the garbage disposal briefly while water is flowing to prevent seizing and buildup.
- Flush all toilets to prevent hard water rings and maintain P-traps.
- Manage and refill 5-gallon evaporation buckets to maintain indoor humidity.
- Refill 1-gallon buckets near dishwasher and washing machine to keep rubber seals hydrated.

- Visual inspection under all sinks, around toilets, and at the water heater for slow leaks.
- Check water softener status and verify bypass/vacation mode is holding.
- Check reverse osmosis system (if applicable) for leaks or pressure issues. Verify storage tank is not overpressurized.
- Shut off the water main before leaving.

Pool & Landscape (If Applicable)

- Visual check of pool water levels to ensure auto-fill isn't overflowing or failing.
- Listen to pool pumps/equipment to ensure they are running properly and check for leaks.
- Visual check of landscaping for dying plants or obvious irrigation/sprinkler leaks.
- Check exterior landscape lighting and adjust timers as needed.

Interior & Pest Check

- Verify under-sink cabinet doors remain open for air circulation.
- Confirm dishwasher and washing machine doors are cracked open.
- Visual scan for pests, rodents, and scorpions.
- General walkthrough of all rooms for anything unusual (odors, moisture, damage).

Reporting

- Detailed digital inspection report** with photos provided after every visit.

Your inspection reports serve as documented proof of regular property monitoring, which many homeowner's insurance policies require for vacant homes.

OFFICIAL LOCKDOWN & REOPEN CHECKLIST

This is our internal operational procedure executed during the **Seasonal Shutdown & Reopening (\$100 per service)**. Complete in order after the client departs.

Phase 1: Exterior & Monsoon Verification

- Patio Lockdown (if client opted in):** Move cushions, umbrellas, and lightweight patio furniture into the garage for monsoon season. If the client did not opt in, take a photo documenting any items left out and include in the report.
- Trash Bins:** Pull in the trash and recycling bins from the curb if the final pickup has already occurred. Ensure they are completely empty to prevent maggots/smells in the garage.
- Visual Perimeter Check:** Do a quick scan of the roofline, block walls, and stucco to establish your baseline condition before the summer storms hit.
- Mail Status Verification:** Confirm the client has set up USPS mail forwarding or an extended hold (standard holds expire after 30 days). Accumulated mail is the #1 signal to burglars that a home is vacant.
- Irrigation System Documentation:** Verify the irrigation timer is set and running correctly. Document the current schedule.

Phase 2: Climate, Light & Electrical

- Thermostat Protocol:** Set the AC to exactly 85°F on “Cool” and “Auto” fan.
- Water Heater:** Switch the water heater to “Vacation Mode.” If it’s electric and doesn’t have a vacation mode, flip the breaker off.
- UV Protection:** Close every blind, shutter, and drape in the house. Ensure they are tilted slightly up (directing light toward the ceiling) to prevent UV rays from bleaching the floors and furniture.
- Electronics Check:** Verify the client has unplugged accessible electronics. Assist with any remaining accessible outlets as agreed with the client.
- Ceiling Fans:** Set ceiling fans to low speed to circulate conditioned air and reduce AC workload.
- Smoke & CO Detector Check:** Test all smoke and carbon monoxide detectors. Replace any low batteries from the client’s supply.

Phase 3: Kitchen, Laundry & Appliance Lockdown

- Vent the Cabinets:** Open all under-sink cabinet doors in the kitchen, bathrooms, and laundry room to allow AC circulation and prevent trapped heat from expanding pressurized cleaning chemicals.
- Ice Maker:** Turn the ice maker arm to the “OFF” position. Dump existing ice into the sink and wipe the ice bin completely dry.
- Fridge Verification:** Double-check that all perishables are gone, especially in the bottom crisper drawers.
- Garbage Disposal:** Run the disposal with water for 15–20 seconds to clear any remaining debris before shutdown.
- Dishwasher:** Crack the dishwasher door open to prevent mold.
- Washing Machine:** Turn off the local hot/cold water valves behind the washing machine. Prop the door open.
- Water Softener:** Put the water softener into bypass mode or regeneration hold. Activate vacation mode if available.
- Reverse Osmosis System (if applicable):** Turn off the feed valve to prevent pressure buildup. Check for leaks around the storage tank and filters.

Phase 4: The Humidity & P-Trap System (Crucial)

- The 5-Gallon Buckets:** Fill the client-provided 5-gallon buckets with water. Place one in the center of every major room and bedroom.
- The 1-Gallon Buckets:** Fill the 1-gallon buckets. Place one near the cracked dishwasher and one near the washing machine to keep rubber seals hydrated.
- The Final Flush:** Flush every toilet. Run water in every sink and shower for 30 seconds to ensure the P-traps are completely full.

Phase 5: The Final Shut-Off & Security

- THE WATER MAIN:** Go to the exterior house loop or street meter and shut off the main water valve.
- Garage Door Disconnect:** Unplug the garage door opener to prevent scanner hacking. Pull the emergency release cord so the door is physically locked down.
- Door & Window Lock Verification:** Physically touch and check the lock on every single exterior door, slider, and accessible window.

The Lockbox: Ensure your physical backup key is secured in the hidden lockbox.

Alarm & Exit: Set the security alarm, walk out the front door, and double-check the deadbolt.

Post-Lockdown

Send the “All Clear”: Send the client the first photo report showing the thermostat set, the water main off, and confirming the house is officially secured. Include notes/photos about any patio items left out or stored.

Insurance Documentation Note: Remind the client that inspection reports serve as documented proof of regular property monitoring for homeowner’s insurance compliance.
