

# POTTER PROPERTY SERVICES

**TIM POTTER 508-420--6929**

Possible Fall/ Winter/ Spring / Any time Projects?*Please review and circle items you would like completed and return.*

<b>Fire protection</b>	<b>Outdoors</b>
■ Test smoke detectors/ Replace batteries yearly	■ Repair/replace storm/window screens
■ Install Carbon Monoxide Detectors	■ Clean roof gutters/downspouts
■ Test alarm System Monthly	■ Inspect or Replace faulty roof parts
■ Install Fire extinguishers Install alarm system	■ Power wash home Paint interior/ exterior
	■ Clean/seal driveway and garage floor concrete
<b>Plumbing</b>	■ Remove misc junk / garden clippings
■ Flush and clear drains	■ Replace / fix broken play equipment
■ Clean faucet heads and handles	■ Clean or repaint mailbox
■ Drain hot water heater / Clean	■ Move outdoor furniture from storage / Paint
■ Pump/Inspect septic System every 3 years !!!!	■ Store outdoor furniture for winter/ Clean for Spring/ Set up outdoor furniture
■ Add water filtration system to sink or frig. Change water purification filters/Add Salt	■ Clean barbecue grill/Test and Repair as needed. Fill Propane
■ Setup sprinkler system for season (or drain)	■ Straighten basement garage/ Install shelves
	■ Clean out of window wells/ Install covers
<b>Heating/ Cooling /Ventilation</b>	■ Do insect / pest check
■ Install Humidex System for the basement	■ Clean patio/repair bricks. repair as needed
■ Clean or install de-humidifier	■ Power wash exterior walls / siding/ Deck
■ Vacuum and wash heat registers	■ Repair/Replace damaged siding and trim
■ Have heating system/Ducts cleaned	■ Repair or caulk windows
■ Change furnace (blower) filter	■ Wash windows and screens
■ Change air conditioner filter/ Store for winter/Install in spring	■ Plant window boxes /planters and maintain Store in winter
■ Service furnace / lubricate	<b>Miscellaneous</b>
■ Straighten blade fins on convectors	■ Organize loose keys / Lubricate locks
■ Clean condensate pumps	■ Wash out trash pails / waste baskets
■ Drain Hot water heater	■ Refinish floors. Clean tile grout
■ Clean / service ceiling fans	■ Wash and clean interior and exterior of car
■ Remove fireplace ashes (after they cool)	■ Service vacuum (bag, roller, belts)
■ Have chimney/wood burning stove cleaned	■ Install / remove outdoor Christmas lights.
■ Purchase/ stack firewood	■ Adjust doors and cabinets
■ Clean gas burners in fireplace	■ Service vacuum system (bag, roller, belts)
■ Clean fireplace bricks and glass	■ Hang pictures/ Install blinds
■ E-mail: <a href="mailto:timpotter@comcast.net">timpotter@comcast.net</a>	Other Items?