

## Daily Opening Checklist

EXTERIOR	COMMENTS	<input checked="" type="checkbox"/>
<b>Main Entrance:</b> Clean and free of debris, flowers in good condition. If flowers are dead remove. No weeds in landscape beds.		<input type="checkbox"/>
<b>Signage:</b> Signs, flags, and banners in good condition.		<input type="checkbox"/>
<b>Clubhouse Entrance:</b> Welcome mat clean, vacuumed daily and in good condition. Front doors clean and in good condition. Glass clean, free of cobwebs, bugs & chipped paint. Light fixtures clean and bug free. Flowers in pots or in landscape beds in good condition, not missing or dead. Area free of cigarette butts, sidewalk clean. No weeds in sidewalk cracks or landscape beds.		<input type="checkbox"/>
<b>Trash:</b> Grounds picked up, compactor/dumpster areas clean with doors closed		<input type="checkbox"/>
<b>Pool Area:</b> Trash picked up, trash cans and ashtrays emptied, pool furniture straightened, umbrellas open, pool clean and operational. Life safety equipment in place & operational. Grill area clean. No weeds in pool deck or landscape beds.		<input type="checkbox"/>
<b>Amenities – Exterior:</b> All other exterior amenities inspected, clean and operational. Signage in good condition.		<input type="checkbox"/>
<b>Common Area Restrooms:</b> Paper and soap supplies stocked, trash removed, clean, smells fresh, no light bulbs burned out, no bugs in light lenses. Touch up paint as necessary.		<input type="checkbox"/>
<b>Marketing Path:</b> Path from office to model – free of debris, free of cigarette butts, sidewalks clean, lights working, light lenses bug free. Breezeways – clean, bug free, free of debris, floors re-stained if needed. Blow debris from sidewalks and breezeways if necessary. The marketing path should always be meticulously cared for.		<input type="checkbox"/>
<b>Leasing Golf Cart:</b> Clean, free of trash, batteries charged, upholstery in good condition.		<input type="checkbox"/>

INTERIOR	COMMENTS	<input checked="" type="checkbox"/>
<b>Clubhouse:</b> Clean, smells fresh, lights on, no light bulbs burned out, light lenses clean and bug free, jazz music playing on radio, paint touched up if needed, carpet clean and free of stains, restrooms clean and stocked with soap and paper products.		<input type="checkbox"/>
<b>Refreshments:</b> Coffee and water available. Supplies stocked – sugar, disposable cups, creamer, no powdered creamer, use individual single serve coffee creamer & sugar packets. No styrofoam cups.		<input type="checkbox"/>
<b>Leasing Desks:</b> Clean, organized, free of personal items.		<input type="checkbox"/>
<b>Fitness Center:</b> Lights on and no burned out light bulbs, light lenses bug free, clean, smells fresh, equipment clean and operational, ceiling fans turned on. Music and /or TV turned on. Touch up paint as needed. Equipment wipe down supplies stocked. Signage in good condition.		<input type="checkbox"/>
<b>Business Center:</b> Lights on, light lenses bug free, no burned-out light bulbs, smells fresh, supplies stocked, equipment turned on and operational. TV's on. Touch up paint as needed. Signage in good condition.		<input type="checkbox"/>
<b>Amenities – Interior:</b> All other interior amenity areas inspected & in good, clean, operational condition. Signage in good condition.		<input type="checkbox"/>
<b>Model:</b> Walked 1st thing – smells fresh, clean, refrigerator stocked with refreshments, radio playing jazz music, kitchen sink shined, blinds open to let in light, windows clean, lights on with no light bulbs burned out and light lenses free of bugs, toilet seat down, front door clean; free of cob webs & bugs, no chipped paint, temperature comfortable, no old ice in ice maker, sidewalk entry clean. Patio is clean and free of debris. Touch up paint as needed. Carpets stain free.		<input type="checkbox"/>
<b>Target Units:</b> Walked 1st thing – smells fresh, clean, no light bulbs out and light lenses bug free, toilet seat down, kitchen sink shined, blinds opened to let light in, front door clean; no cob webs, bugs or chipped paint, temperature comfortable, no old ice in ice maker, sidewalk entry clean. Patio is clean and free of debris. Units are in move-in ready condition.		<input type="checkbox"/>

STAFF & MARKETING	COMMENTS	<input checked="" type="checkbox"/>
<b>Associates:</b> All in approved career apparel, wearing name badges, grooming acceptable, no visible tattoos.		<input type="checkbox"/>
<b>Collateral Materials:</b> Up to date, not a copy of a copy. Current pricing and availability reports printed.		<input type="checkbox"/>
<b>Move-Ins:</b> All paperwork for today's move-ins is ready prior to resident arriving. Keys & gate cards are ready. Units inspected and any outstanding maintenance items corrected prior to resident moving-in.		<input type="checkbox"/>
<b>Craigslist ads:</b> Start posting your craigslist ads throughout the day		<input type="checkbox"/>