



READY FOR BUSINESS CHECKLIST

DATE COMPLETED _____

TIME _____

COMPLETED _____

Done	Assign to	Curb Appeal
		ALL Grounds free of litter
		Curbs freshly painted & free of marks
		Flags fresh, flagpoles straight
		Signage in good repair & unobstructed
		Additional banners/signage – straight
		Flower beds– maintained/no debris/dead plants
		Ornamental fence/controlled gates in good repair
Done		Leasing/ Business Center
		Parking signs and area maintained/no oil/lines sharp
		Trash and debris removed
		Golf Carts maintained, clean & free of debris
		No cobwebs around door or bugs in lights
		Flower pots—live plants
		Clean, pleasant smell
Done		Restrooms
		Clean, fresh smelling
		Toilet paper/ paper towel dispensers/ soap dispenser
		Bowl and sink– stain free and clean
		Partitions free of graffiti
		Bathroom fans/covers– free of dirt & dust, quiet
		Flooring/baseboards– clean, acceptable appearance
		Lights/door lock/knobs/faucets functional
		Trash receptacle clean
Done		Swimming Pools
		Gates/fences must close and latch properly at all times
		Pool lounges, chairs, tables, umbrellas-arranged
		Trash/debris removed
		Check pool deck for any trip/fall hazards
		Clarity of water-remove obvious dirt & debris
		Pool tiles—in good repair and void residue lines
		Signage— visible and in good repair

Done	Assign to	Business Office
		Opened on Time
		Clean, Clean, Clean
		Furniture – clean & free of excessive personal items
		Carpet vacuumed - no stains,wrinkles,tears
		Glass surfaces clean
		Trash empty
		Lights & Thermostat
		Refreshment service area clean
		Inspect pathway to office
		Check for voice messages and distribute
		Review & Revise "To-Do" list
		Check email messages (at least open-lunch-close)
Done		Staff
		All employees following uniform &grooming guidelines
		Name Tags and Badges on all personnel
		Discuss with the Staff their “to-do” list
Done		Product
		Determine target units
		Inspect ready product and tour route (sparkle)
		Inspect model(s) (lights on, music, clean, fresh smell)
		Balloons and proper signage out
Done		Fitness Center
		Accessible and inviting
		Mats clean and free of wear and tear
		Equipment operable
		Clean, clean, clean– no visible dirt or dust
		Carpet free of stains, tears and improper seaming

Community Manager Sign Off: _____



CLOSE THE DAY CHECKLIST

DATE COMPLETED _____

TIME

COMPLETED _____

Done	Assign to	Business Office
		Close up Model and Vacants
		Bring in A-boards, Temp. Signage, Balloons
		Clean Office / Put Files Away
		Accounting End of Day
		Check Rent Drop
		Key Audit
		Phones on Service or Answering Machine
		Adjust Thermostat / Turn off Lights
		Set Security Alarm / Lock Office

Done	Assign to	Maintenance
		Return Keys to Key Box / Assist in Key Audit
		Lock up Golf Carts
		Shop cleaned and Locked

Community Manager Sign Off:
