

Groundskeeper Checklist

DAILY

- Pick up trash on grounds and in parking lot area.
- Clean pool and deck area (seasonal-if applicable).
- Check dumpster areas for trash control and maintenance to dumpsters.
- Check parking lot for inoperable vehicles.
- Check flags and site signage.

WEEKLY

- Check water softeners, test water, monitor salt supply.
- Check all exterior lights and interior common area lights. Replace bulbs as needed.
- Check grounds and buildings for damages/repairs.
- Check gutters and downspouts for proper draining.
- Check common area entry door hinges, latches and weather stripping.
- Check outside of building for broken windows and/or screens.

AS NEEDED

- | | |
|--|-------------|
| — Mow grass away from mulch beds. | Date: _____ |
| — Weed control. | Date: _____ |
| — Snow removal and sidewalk salt. | Date: _____ |
| — Water grass and flower beds. | Date: _____ |
| — Mulching. | Date: _____ |
| — Trim and edge lawn. | Date: _____ |
| — Prune shrubs and bushes. | Date: _____ |
| — Sweep parking lot. | Date: _____ |
| — Rake trimmings, leaves, etc. | Date: _____ |
| — Check storage areas. | Date: _____ |
| — Upkeep of mechanical/electrical/utility rooms. | Date: _____ |
| — Hose down underground parking areas. | Date: _____ |