**checklist for residential property managers**

### overview

As Property Managers/Building Engineers/Concierges/Owners, you have so many details to oversee, we thought we’d put together a list of common items to consider before a window cleaning. Not all these items will apply to each property and there may be other considerations and/or challenges unique to your building(s). Please contact us directly with any questions you may have. We look forward to working with you at your property!

* + Is there a board and do they need to approve service? If so, how much lead time is needed for approval?
	+ Are there any conflicting maintenance services or scheduled events (i.e. painting, elevator repair, an event planned on a balcony, etc.)?
	+ Have all tenants been notified of the service?
	+ Has access been arranged? If someone will be meeting us onsite, do they know to be there to meet us at 7:30 a.m.?
	+ Have the keys/cards/fobs been checked to make sure they still work? Do we have the most current access codes?
	+ Is access provided through a particular tenant’s space? If so, has access been arranged with the tenant(s)?
	+ Will any adjacent properties be impacted by the service? Do they need to be notified?
	+ Do tenants need to prepare for our arrival (i.e. remove screens, move vehicles, remove plants from balcony railings, etc.)? If so, have they been advised to do so?
	+ Have tenants been advised to close their blinds if privacy is desired?