

Condo Watcher Duty List

Security & Access

- Please fill out Condo Watcher form so we have it on file
 - Sign in/out with the front desk (Non-Resident Condo Watchers only)
 - Verify all window latches are secure, especially balcony/patio doors
 - Inquire about any packages/mail for the unit to bring up
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Mail & Deliveries

- Collect mail from unit mailbox to prevent overflow
 - Retrieve packages from front desk
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Utilities & Plumbing

- Water should be off when unit is vacant for more than a few days. Terry's Plumbing recommended the following procedure be done once per month. Turn main water on, run all faucets and showers; flush toilets to prevent stagnant water, turn main water back off when complete.
 - Check for leaks, dampness, or unusual smells in bathrooms and kitchen
 - Ensure HVAC system is running (never turn off to prevent mold growth)
 - Check Moisture Detectors, residents should buy at least 1 for the water heater when departing for extended absences, link below for WiFi Notification one.
 - https://www.amazon.com/Detector-Wireless-Notification-Security-Basement/dp/B07J9HZ5VN/ref=sr_1_8?crd=2GI9962WL2OX9&dib=eyJ2IjoiMSJ9.EiPk0XzopcnyYsfufkxW3sFPHKZBrIjrPH3MxxhuHsDZOdxDRpkD7AZozMNOUHSn-f41YEN0pzVq0OkgjCWil8UiVpi1jwM-VtGE-pbO7lXBHk6s8vUEfxd0mgY2xFacBH6Cuh6LDwiiJSnj_zObOhMUuJPo-MNteCTz-BSeVwMkVWRBI9hpavFzs81RHID_jGRlWgwphY7QWUbyvJJhnUmSfWeLn8-csfn-JDHyR99i5DnjfYwzBi7-u533eRh5n5t3KCBGM8FysUOKMWyXG8nbhs3aLEwqb-JvEVky3U.FmAyZbjlmhxP3O3DdZXbv25VXH8JM91Md6geU1GwF6g&dib_tag=se&keywords=moisture%2Bdetector&qid=1744725767&srefix=moisture%2Bdetector%2Caps%2C134&sr=8-8&th=1
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Interior Maintenance

- Water indoor plants if present
 - Look for pest activity (especially near vents or balcony doors and kitchen)
 - Inspect walls, ceilings, and windows for moisture
 - Empty trash and recycling bins to prevent odor or pests
 - Check Smoke detectors functionality
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Appliance Check

- Make sure fridge/freezer is operating properly
 - Check stove/oven and microwave to confirm they're off
 - Test washer/dryer if instructed by owner (or ensure they're off)
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Reporting

- Provide check-ins via text/email (if owner-requested)
 - Log any issues and what actions were taken
 - Alert the building management for urgent repairs if needed
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Hurricane Prep

- Ensure balcony is clear of debris, plants and furniture are brought inside
- Bring in balcony screen doors
- Place absorbent door snakes, sandbags, or towels if nothing else is available along the interior threshold of balcony slider to slow or block water from coming in.
- Check parking spots and move vehicle before storm if applicable
- Take photo/videos of the unit pre-storm to have documentation
- Check unit when safe to do so after the storm and inspect for damage/leaks