

## Trust Master Administration

[Home](#) [Logout](#)

## Property Address

## Main Street USA

6418 Polaris Lane North  
 11303 Rosemill Lane North  
 2115 Xylon Ave N  
 PROFILE EXAMPLE  
 3312 164th Avenue NW  
 1155 120th Ave  
 1010 Park Ridge Drive  
 3073 Canyon Road  
 11028 Tanglewood Lane North  
 6642 Moorland Drive  
 5209 Portland Avenue South  
 11340 Rosemill Lane N.  
 3245 Woodcliff Road South  
 3785 W 220th St  
 FURNACE  
 5223 31st ave s

## Weekly Inspection Maintenance

Date:     
 Time In:    
 Time Out:

Home Owner  
 Main Street  
 USA  
 City, MN 55555

UPON ENTRY	DONE	NOTES
<b>Windows &amp; Doors:</b> Inspect all doors & windows for attempted forced entry. Notify police and/or alarm company immediately if attempted force entry is discovered.	<input checked="" type="checkbox"/>	!
<b>Gas:</b> Smell for gas. Notify gas company and fire department immediatly if gas smell is detected.	<input checked="" type="checkbox"/>	!
<b>Basement/Lower Level:</b> Inspect basement for signs of pest infiltration. Notify pest control company in the event pest infiltration is detected. Inspect flooring for dampness. Clean and/or perform water damage restoration as necessary.	<input checked="" type="checkbox"/>	!
MECHANICAL	DONE	NOTES
<b>Sump Pump Battery Backup:</b> Check battery charge level indicator. Replace battery if necessary.	<input checked="" type="checkbox"/>	!
<b>Sump Pump &amp; Discharge Piping:</b> Test pump by manually raising pump ballcock to make pump eject water out of pit and through discharge piping. Replace pump if necessary.	<input checked="" type="checkbox"/>	!
<b>Water Bug:</b> Check LCD operation indicator. Replace unit if necessary.	<input checked="" type="checkbox"/>	!
<b>Water Softener:</b> Inspect in/out water piping to include sweat and/or compression connections, overflow/discharge tubing and salt brine tank for leakage. Replace/repair as necessary.	<input checked="" type="checkbox"/>	!
<b>Water Heaters:</b> Inspect hot/cold piping, sweat connections, drain & pressure relief valve and tank for leakage. Fix or replace as necessary.	<input checked="" type="checkbox"/>	!
<b>Furnace &amp; Air Conditioner:</b> Check to make sure temperature is within thermostat range setting. Replace filter monthly.	<input checked="" type="checkbox"/>	!
LAUNDRY ROOM/KITCHEN/BATHS	DONE	NOTES
<b>Cloths Washer &amp; Dishwasher::</b> Inspect for evidence of leakage around machines. Inspect all hoses, clamps and water piping for leakage. Replace/repair as necessary.	<input checked="" type="checkbox"/>	!
<b>Faucets &amp; Sinks::</b> Inspect around and under sinks. Inspect hot/cold water supply lines and p-traps for leakage. Replace/repair as necessary.	<input checked="" type="checkbox"/>	!
<b>Toilets::</b> Inspect for evidence of leakage around toilet bowl bases and tank to bowl seals. Replace/repair as necessary.	<input checked="" type="checkbox"/>	!
RAMP UP	DONE	NOTES
<b>Water::</b> Open main water valve at meter.	<input checked="" type="checkbox"/>	!
<b>Toilets::</b> Open water valves and flush all toilets.	<input checked="" type="checkbox"/>	!
<b>Faucets &amp; Sinks::</b> Open hot & cold water valves and test both hot & cold faucets.	<input checked="" type="checkbox"/>	!
RAMP DOWN	DONE	NOTES
<b>Water::</b> Close main water valve at meter. During summer months leave by pass value to irrigation system open for sprinkler system.	<input checked="" type="checkbox"/>	!
<b>Toilets::</b> Close water valves and flush toilets to drain water tanks. Add RV antifreeze to prevent freezing and slow down evaporation in the winter.	<input checked="" type="checkbox"/>	!

## New Inspection/Maintenance:

Roof Inspection 

## View Past Inspections/Maintenance:

3/28/2007 Weekly Inspection Mai

<b>Faucets &amp; Sinks:</b> Close all hot & cold water valves and open all faucets to drain water lines. Add RV antifreeze to prevent freezing and slow down evaporation in the winter.	<input checked="" type="checkbox"/>	!
---	-------------------------------------	---

Save