PROPERTY MANAGER RESOURCE

Exterior Cleaning Preparation Checklist

Use this checklist to coordinate your apartment community before Livingston Pro Wash arrives. Property-specific instructions in your proposal or pre-service communication should take priority when applicable.

COMMUNITY [COMMUNITY NAME]	**PROPERTY MANAGER** [NAME]
SERVICE DATE(S) [DATE / DATE RANGE]	**LPW CONTACT** [NAME / PHONE]
AREAS / BUILDINGS [SCOPE / BUILDING NUMBERS]	**ONSITE CONTACT** [NAME / PHONE]

1. Confirm Project Scope

- [ ] Review the approved proposal and confirm all buildings and exterior areas included in the project.
- [ ] Confirm service dates, anticipated work hours, and any phased building or area sequence.
- [ ] Identify priority areas or known conditions the crew should know before work begins.
- [ ] Confirm access to required water sources, gates, parking areas, or other agreed access points.

2. Notify Residents & Staff

- [ ] Distribute the Livingston Pro Wash Resident Notice in advance through the resident portal, email, text, door notice, or other community channels.
- [ ] Remind residents to close and secure windows and exterior doors.
- [ ] Communicate requirements for balconies, patios, personal belongings, pets, or other resident-controlled areas.
- [ ] Notify leasing, maintenance, grounds, security, and other onsite staff of the work schedule.
- [ ] Provide residents with management contact information for community-specific questions.

3. Prepare Balconies, Patios & Common Areas

- [ ] Confirm which balconies, patios, breezeways, stairwells, landings, or common areas must be cleared.
- [ ] Ask residents to remove or secure furniture, rugs, decorations, plants, toys, bicycles, grills, and other personal items when required.
- [ ] Remove or secure property-owned signs, decorations, furniture, or movable objects that could interfere with cleaning.
- [ ] Identify items that cannot be moved so the cleaning crew can plan around them.

4. Coordinate Vehicles & Parking

- [ ] Determine whether vehicles must be relocated from buildings, garages, curbs, or other active cleaning areas.
- [ ] Provide residents with the relocation deadline and clearly identify affected parking areas.
- [ ] Coordinate reserved spaces, staff vehicles, vendor vehicles, or fleet vehicles that could interfere with access.
- [ ] Confirm any towing, parking enforcement, or resident communication procedures are handled by property management.

5. Fire, Electrical & Water-Sensitive Systems

- [ ] Identify fire alarm pull stations, fire alarm control equipment, electrical control boxes and panels, communication equipment, and other water-sensitive devices within or adjacent to scheduled cleaning areas.
- [ ] Before Livingston Pro Wash arrives, have appropriate property personnel or qualified vendors protect or otherwise prepare water-sensitive equipment where necessary, following manufacturer instructions and applicable fire/life-safety requirements.
- [ ] Where appropriate for the property's fire alarm system, coordinate with the property's authorized fire-alarm provider, monitoring company, or qualified personnel to place the affected fire alarm system or applicable zone(s) into Test Mode during active cleaning, and restore normal monitoring immediately after cleaning is completed.
- [ ] Do not disable, obstruct, improperly cover, or make required fire/life-safety equipment inaccessible. Fire pull stations and other required devices must remain accessible and operational as required.
- [ ] Notify Livingston Pro Wash before service of protected equipment, alarm-system procedures, sensitive devices, or areas requiring special precautions.

6. Identify Other Property Conditions

- [ ] Notify Livingston Pro Wash of known leaks, damaged siding, loose trim, damaged windows or seals, deteriorated surfaces, electrical concerns, or other exterior maintenance issues.
- [ ] Identify sensitive landscaping, recently painted surfaces, construction areas, active repairs, or other locations requiring special coordination.
- [ ] Advise the crew of irrigation schedules, automatic gates, access-control systems, or other property systems that may affect operations.
- [ ] Identify any areas management does not want cleaned or entered.

7. Safety & Access Planning

- [ ] Confirm emergency and fire-lane access will remain available as required.
- [ ] Coordinate temporary pedestrian or vehicle restrictions needed for active work zones.
- [ ] Ensure residents and staff understand that hoses, equipment, wet surfaces, cleaning solutions, cones, and temporary barriers may be present.
- [ ] Arrange access to locked gates, secured amenity areas, parking structures, or other agreed areas when applicable.
- [ ] Provide an onsite contact who can make property-level decisions during service.

8. Day-of-Service Check

- [ ] Verify resident notices have been distributed and required reminders sent.
- [ ] Confirm designated parking or work areas are reasonably clear.
- [ ] Confirm water and access points are available as agreed.
- [ ] Confirm required fire-system Test Mode coordination and water-sensitive equipment preparation have been completed by authorized property personnel or vendors, where applicable.
- [ ] Walk priority areas with the crew leader when requested or appropriate.
- [ ] Communicate last-minute changes in occupancy, maintenance work, deliveries, events, or property operations.

9. Project Completion

- [ ] Review completed areas and communicate questions about the agreed scope to the Livingston Pro Wash project contact.
- [ ] Confirm any fire alarm system or zone placed into Test Mode has been restored to normal service and monitoring by authorized personnel after cleaning is completed.
- [ ] Identify any areas within the approved scope that may require additional attention.
- [ ] Confirm temporary signs, cones, or property-specific access controls can be returned to normal when appropriate.
- [ ] Document follow-up items for management or maintenance that are outside the cleaning scope.
- [ ] Discuss future service needs or annual cleaning scheduling if applicable.

FINAL PRE-SERVICE CONFIRMATION
Community ready for service: [ ] Yes [ ] Follow-up required
Fire/life-safety preparation completed where applicable: [ ] Yes [ ] N/A
Management Representative: _____ Date: _____

Important: This checklist is a general planning resource. Fire alarm systems, monitoring, and life-safety equipment must be handled only by property personnel or qualified/authorized vendors in accordance with applicable requirements and manufacturer instructions. Livingston Pro Wash does not disable, test, bypass, or restore fire alarm systems. The approved proposal, service agreement, site-specific instructions, and project communications control the actual cleaning requirements.