

Tranquil Properties LLC

PO Box 496451, Garland, Texas 75049-6451

staff@tranquilprop.com

636-277-9709



TENANT REQUIRED MAINTENANCE

Never use products that will scratch glass top stoves (ex. cast iron pots/pans). Use only non-scratch scrubbers since both steel wool cleaning pads and stiff plastic scrubbers can scratch glass and porcelain surfaces.

Vertical blinds must be twisted open prior to moving them to the side.

Do not use A/C with doors or windows open.

DAILY

Clean stove top after each use.

<https://www.youtube.com/watch?v=bXhUYpEGunU>

Wipe up any water that gets outside of sinks, tubs, or showers.

Keep hair and debris out of all drains; using a hair catcher may help.

Remove lint from the dryer vent before each use.

<https://www.youtube.com/watch?v=OlcOmB7Fi1s>

MONTHLY

Check HVAC filter, change if no longer white. Note replacement date.

Clean tub/shower, and if applicable shower doors, with soap scum remover.

Clean exhaust filters under microwave.

<https://www.youtube.com/watch?v=SHyS42me2M8>

WEEKLY

Remove any spills that have burnt onto the stove top.

Glasstop -

https://www.youtube.com/watch?v=oL3_zHNasH8

Coil burners -

<https://www.youtube.com/watch?v=cqVZQsUou3E>

Vaccuum all carpets.

Sanitize sinks/countertops, toilets, tubs/showers, and hard surface floors.

Remove all trash from home and place in the dumpster in parking area.

EVERY 3 MONTHS

Make sure HVAC filter is replaced at least every 3 months.

Check for drain clogs and remove debris.

<https://www.youtube.com/watch?v=0TTGqAYsGPI>

