

**RECIPIENT:**

**Member Example**

123 Fake Beach Street  
 Avalon, NJ 08202

**Job #1**

Scheduled May 12, 2021

**Weekly House Check**

**Exterior**

Are the exterior lights in place and in good working order?	Yes
Are the shingles and siding all secure?	Yes
Is all the outdoor furniture in place and in good working order?	Yes
Are all the windows secure and in good working order?	Yes
Are all the doors secure and in good working order?	Yes
Is the outside of the home clean and in good order?	Yes

**Interior**

Turn alarm off	<input checked="" type="checkbox"/>
Is the alarm in good working order?	Yes
Is there evidence of leaks anywhere in the house?	No
Are the thermostats in good working order?	Yes
What is the ambient temperature in the home?	68
Are all of the lights secure and in good working order?	Yes
Is the elevator in good working order?	Yes
Description of any perishables in refrigerator:	None
Refrigerator is running	<input checked="" type="checkbox"/>
Interior water is shut off, so unable to run sinks and flush toilets	<input type="checkbox"/>
Run water in all sinks	<input checked="" type="checkbox"/>
Flush all toilets	<input checked="" type="checkbox"/>
Leave drains open in all sinks	<input checked="" type="checkbox"/>
For bathrooms on an outside wall, leave door open to rest of house	<input checked="" type="checkbox"/>
Set alarm	<input checked="" type="checkbox"/>

**Trash and Mail**

- |  |                                     |
|--|-------------------------------------|
| Took trash to curb   | <input type="checkbox"/>            |
| Took trash cans back to house  | <input type="checkbox"/>            |
| Trash cans were already stored   | <input checked="" type="checkbox"/> |
| Left mail or packages inside house (see notes and pictures for details)                        | <input type="checkbox"/>            |
| Forwarding mail or packages to member's primary residence (see notes and pictures for details) | <input type="checkbox"/>            |
| No mail in the mailbox   | <input checked="" type="checkbox"/> |

**Additional Notes**

Notes: