

BRANT POINT BUILDING & PROPERTY MGT, LLC.

P.O. Box 3430, Nantucket, MA 02584

Hello from Brant Point Building! In an effort to prepare your property for the 2010 Spring/Summer season, we have prepared this House Opening worksheet for your convenience. Please indicate the address of your property, the desired opening/occupancy dates and the services you would like performed.

Client Name & Property Address: _____

Important Information:	Check Item or Indicate Date
Date of arrival on island	
Turn on Indoor Water - at least one week prior to arrival date	
Turn on Outdoor Water and Sprinkler System	
Window and/or Screen Cleaning	
Outdoor Furniture Set Up/Flower boxes/Grills/Flags/Doormats	
Remove Storm Windows & Doors & Install Screens	
Replace Smoke Detector & Alarm Batteries	
Open Pool and/or Spa	

Top 10 Items:	Check Item or Indicate Date
Door & Window Adjustments and Weather Stripping	
Car - Start, Run, Charge Battery, Service and/or State Inspection	
Car – Detailing	
Power Washing & Sealing (decks, walkways, roof shingles, etc.)	
Spring House Cleaning	
Open Crawl Space & Attic Vents	
A/C System - Annual Cleaning & Filter Change (not earlier than June 10th)	
Check & Replace All Broken Light Bulbs (Interior & Exterior)	
Screen Repairs (as necessary)	
Carpet Cleaning	

Other:	Check Item or Indicate Date
Exterior/Interior Painting	
Spring Landscaping/Clean-Up	
Hazardous Waste Removal	
Spring Boat - Launch & Maintenance	
Septic Pump Out	
Pest Control	
Test & Clean Barbeque Grill & Fill Gas Tanks	
Clean & Seal Countertops and/or Tiling	
Appliance - preventative maintenance (dryer vent cleaning; cleaning icemaker lines)	
Chimney Cleaning	
Alarm System Check-Up/Preventative Maintenance	

Other spring projects or notes: _____

We appreciate your prompt response to this letter in order to ensure all work is performed prior to the onset of the spring season. Please return this form via fax to (508) 825-0880 or email (info@brantpointbuilding.com). Thank you in advance for your attention to this matter.