

Maintenance **GREEN** Checklist

This checklist will help identify areas of opportunity to save energy, save water, and reduce waste disposal. Creating healthier living environments by incorporating green practices during unit turns gets us closer to our goal, sustainability.



Simple Solutions for Plumbing / Bath / Kitchen

- ☐ **Toilets**
If toilet replacement is required, replace with a WaterSense labeled toilet. These toilets meet the federal standard of 1.6 gallons/flush. Check toilet for leaks with dye test and replace flapper as needed.

- ☐ **Showerheads**
If showerhead replacement is required, replace with a WaterSense labeled showerhead. These showerheads only use 2.0 gpm and meet EPA Criteria.

- ☐ **Shower Diverter/Spout**
Inspect for leaks and water flow. Ensure water is being diverted properly with no signs of obstructions.

- ☐ **Bath Fan Operation**
If replacement is required, replace with ENERGY STAR fan on timer where possible. Clean fan blades for optimum performance.

- ☐ **Faucets**
If faucet replacement is required, replace with a WaterSense labeled faucet. These faucets use a maximum of 1.5 gpm. Inspect faucet aerators and clean any obstructions. Replace aerators as needed.

- ☐ **Drains/Supply Lines**
Inspect for signs of water damage/leaks. Check under sinks, behind washer/dryer, dishwasher, water heater closet, and HVAC condensation lines. Don't forget the refrigerator supply line; pull refrigerator to inspect for signs of leaks.



Simple Solutions for Flooring / Painting / Cleaning / Trash

- ☐ **Flooring/Carpet**
Use green-certified replacement flooring and carpet. Use HEPA vacuum filters if possible.

- ☐ **Trash**
Ensure recycling bins are present and communicate to residents. Dispose of CFL light bulbs properly. Contact your Home Depot Pro Representative for more info.

- ☐ **Painting**
Use low VOC paints. Seal gaps along baseboard edges, junctures of walls and ceiling. Caulk window seals and repair weather stripping as needed.

- ☐ **Cleaning Supplies**
Use green certified cleaning products when available and cost effective.





Resident Waste Reduction & Recycling



Pre-move Out Walks

Thank your resident for choosing our community and calling it home. Take this opportunity to educate them on how to properly dispose of unwanted items.



Move for Hunger

Simpson has partnered with Move for Hunger. This organization makes it easy to donate food that may be thrown away otherwise during a move out. Share program letter with scheduled move outs.



Big Furniture

Explain that they can avoid a disposal fee for big items by contacting local charities who can pick them up for free! (Goodwill, Salvation Army, Habitat for Humanity)



Mechanical Systems/Appliances/Electrical



HVAC

Replace air filters and clean evaporator coils for optimum performance. Inspect and clean fan motor blades. Inspect and clean condenser coils. Clean air ducts every 3-5 years. Any replacements should meet SEER ratings of 13-14 by 2023.



Lighting

Replace light bulbs with energy efficient CFL/LED. If light fixture replacement is required, replace with ENERGY STAR rated.



Water Heaters

Flush your water heaters 1/year or upon move out. Check for signs of corrosion at water entry and exit points. Set thermostat to 120F. Replace with ENERGY STAR rated as needed.



Carbon Monoxide and Smoke Alarms

Inspect and replace as needed. All smoke alarms should be replaced every 10 years. Combination alarms (Carbon Monoxide and Smoke Alarm) should be replaced every 7 years.



Appliances

Replace with ENERGY STAR rated as needed. Clean exhaust vents for dryers. Clean refrigerator coils to preserve the life of the compressor. Clean dishwasher filter, door seals, and spray arm.

