



May 3, 2010

Dear

As spring time approaches, we are reminding you, our loyal customer to consider the maintenance and renovations needs you may have this spring. We have prepared a check list of work that should be considered this time of year. Please feel free to check the items that you would like to us to assist you with. The form can be mailed or faxed back. If you prefer, we will come to the house and make a list of recommendations.

As you will see on the attached form, we are offering energy solutions to help lower your energy costs and become environmentally conscious.

Also, please give us your email address if you would like to be contacted by email.

We look forward to hearing from you soon

Sincerely,

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CLIENT CHECKLIST
PLEASE CHECK ALL ITEMS THAT MAY NEED ATTENTION

Alarm
Check operation of alarm and smoke detectors
Provide quote for a new alarm/smoke detector system
Appliances
Check operations , clean exhaust fan, refrigerator vents, dryer vent
Provide quote for replacing aged appliances
Audio / Video
Discuss smart home technology, HD TVs and systems
Review computer and A/V technology
Brick / Exterior finishes
Check condition of exterior materials (mortar, siding, etc)
Cabinets
Adjust hardware, paint/stain touch-ups
Review built-in designs and accommodating new flat screen TVs
Carpentry - Finish
Check function of doors, hardware and windows
Review renovation, addition of new trim details
Clean - up
Review interior and exterior clean-up projects
Concrete
Review garage, drive and walk-ways
Countertops
Clean and seal
Driveway
Review condition of driveway
Drywall
Review, repair cracks
Electrical
Review low energy light bulbs
Provide quote for low energy lighting
Provide quote for back-up generator
Fireplace
Provide quote for gas logs and/or remote starter
Garage Doors
Check openers and doors
Provide quote for refinishing doors
Grading
Review grade/drainage

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	Gutters
	Clean gutters
	Hardware
	Check operation /adjust
	Heating
	Check furnace operations
	Provide quote for energy efficient HVAC
	Provide quote for air purification sysytems
	Insulation
	Evaluate energy savings options
	Landscaping
	Review landscape needs and design
	Painting - Exterior
	Provide proposal for painting
	Painting - Interior
	Provide proposal for painting
	Pavers/Decks
	Provide proposal for repair/replacement
	Plumbing -
	Inspect toilets,faucets and drains
	Roofing
	Inspect/clean roof
	Tile
	Clean and replace grout
	Windows
	Inspect windows
	Provide proposal to clean
	Wood Floors
	Provide quote for refinishing
	Additional Items

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