**Quarterly Maintenance List**

**QUARTERLY:** *(All underlined are not on the weekly/biweekly/monthly lists)*

* Power wash
* Chair stain touchups
* Clean awnings
* Drywall repair
* Paint touch ups on all fences/parking dividers/flower-boxes
* Repaint outdoor railings
* Front gate, mailbox, and front sign touch ups
* Repaint all outdoor benches and check patio furniture
* Clean all fabric furniture
* Clean all china and dishes
* Repaint grooms porch
* Re-stain chapel steps
* Windex lamppost glass and repaint tops as needed and touch up paint on posts and crossbars
* Repaint baseboards
* Clean lanterns/decor in decor closet and shop vac the room
* Weed flower beds
* Mop and polish chapel floor

**Monthly:**

* Septic
* Wash Windows
* Add sand to horse shoe pits
* Clean office
* Fence/divider/flower-boxes/railing touch ups
* Shop vac under kitchen and bar cabinets and vacuum window sills
* Clean lanterns/decor in decor closet and shop vac the room
* Dust vents
* Weed flower beds

**Bi-weekly:**

* Mop and polish chapel floor
* Rake artificial turf
* Repaint small (icicle colored) table
* Repaint baseboards in room that’s in the worst shape
* Vacuum and spray off to deep clean floor mats

**Weekly:**

* Clean trash cart
* Clean baseboards
* Polish flower pots front porch
* Vacuum chapel and window sills as needed