

Maintenance Coordination Checklist

This checklist can be used to keep track of your maintenance process.

COORDINATE

- Receive maintenance request
- Manually assign request to vendor
- Confirm vendor acceptance
- Confirm scheduling between vendor and resident
- Confirm that resident scheduled repair with vendor
- Confirm that vendor has scheduled with resident
- Status update call with vendor

REPAIR

- Send owner approval request
- Follow up on owner approval request
- Give vendor the approval to proceed with repair
- Call vendor to confirm completion
- Receive vendor invoice
- Assume request is completed & resident is satisfied

FOLLOW UP

- No news is good news
- Triage negative online review

**It's time for
something better.**



Our software was created because we found checklists, missed communication and sticky notes just didn't cut it. Property Meld provides complete oversight and efficiency of your maintenance process for all your key players (property management, residents, vendors, and owners) — exceeding your expectations through the maintenance repair process.