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ALL HAMPTON MANAGEMENT

FULL SERVICE HOME AND PROPERTY MANAGEMENT

OUR SERVICES

Home Interior Management

Interior Light Bulb Maintenance
Check Doors/Windows
Monitor House Temp
Monitor Burner Operation
Schedule Annual Burner Service
Monitor Fuel Levels
Schedule Gas Stove/Oven Maintenance
Monitor House HVAC
Schedule/Manage HVAC Repairs
Monitor Plumbing
Schedule/Manage Plumbing Repairs
Monitor Electrical Systems
Schedule/Manage Electrical Repairs
Monitor TV/Stereo Equipment
Schedule/Manage TV/Stereo Repairs
Monitor Telephone/Command Systems
Schedule/Manage Phone/Command Systems Repairs
Monitor Water Purifying Systems
Check Attics/Crawl Spaces
Monitor Wine Rooms Temp & Humidity
Stock Wine Rooms
Check/Change De-Humidifiers
Change Water Filters (Pads, Etc)
Empty/Change Filters Central Vacuum Systems
Shutdown/Setup Household Appliances
Prepare Home for Storms
Check Home for Storm Damage

Home Exterior Management

Exterior Light Bulb Maintenance
Minor Window Cleaning
Schedule/Manage Major Window Cleaning
Organize/Clean Storage Areas/Attics/Crawl Spaces
Remove Exterior Spider Webs/Insects
Schedule/Monitor Pest Control Service
Check Wells/Expansion Tanks
Schedule Chimney
Inspections/Cleaning/Maintenance
Set Seasonal Light Timers
Schedule Winterization of Outdoor Plumbing
Schedule Re-Energizing Of Outdoor Plumbing

Gutter/Drain Maintenance
Maintain/Clear Roof Gutters
Monitor and report general conditions and schedule needed repairs to the following: roofing, siding, paint, trim, doors, windows, chimneys, decks, patios, pergolas, gazebos, fences, docks, tennis courts, basketball courts, boardwalks,, etc.
Monitor Landscape Services
Monitor Irrigation System
Schedule Winterization of Irrigation System
Schedule Re-Energizing Of Irrigation
Take/In/Out Outdoor Furniture/Cushions
Move Outdoor Furniture
Clean Pool/Patio Furniture
Weed Patios
Clean Patios/Decks (Hose, Blow, Sweep, Etc.)
Clean/Polish Barbecue
Clean/Polish Coolers
Clean Boardwalks (Hose, Blow, Sweep, Etc)
Wash Handrails
Weed/Rake Gravel Driveways
Clean Driveways (Hose, Blow, Sweep, Etc.)
Maintain/Clean Beach Area
Maintain/Clean Road Front
Monitor Swimming Pool Service
Monitor Swimming Pool/Spa Temp
Clean Hard Tennis Courts (Hose, Blow)
Monitor Soft Tennis Courts and Schedule Maintenance
Maintain/Clear Deck Drains
Maintain/Clear Trench Drains (Driveways, Tennis Courts, Etc.)
Monitor Generator Fuel Levels (Oil, Propane, Natural Gas)
Schedule Generator Inspections/Repairs
Prepare Property for Storms
Check Property for Storm Damage

Property Waste Management

Prepare Garbage for Pickups
Remove Garbage/Recyclables
Clean Garbage Bins/Containers



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OUR SERVICES CONT.

Seasonal

Seasonal Stack Firewood
Seasonal Snow Removal
Seasonal Sand Steps/Walkways
Seasonal Install/Renew Driveway Reflectors
Seasonal Cover/Uncover Barbecue Grills (Shrink Wrap, Canvas Covers, Etc.)
Seasonal Setup/Storage Pool Furniture
Seasonal Setup/Storage Outdoor Deck Furniture
Seasonal Setup/Storage Patio and Pool Umbrellas
Seasonal Power Wash Patios and Decks
Seasonal Change of Screens and Storm Windows
Seasonal Setup/Close Tennis Courts
Seasonal Setup/Storage Tennis Court Furniture
Seasonal Cover/Uncover Outdoor Coolers
Seasonal Setup/Storage Outdoor Stereo Equipment
Seasonal Setup/Storage Horse Equipment
Seasonal Cover/Uncover Outdoor Statues
Seasonal Cover/Uncover Attic Vents
Seasonal Setup/Remove Windscreens
Seasonal Arrange/Supervise Pool Opening/Closings
Seasonal Cover/Uncover Pool Heaters
Seasonal Schedule/Oversee Awning Setup/Removal
Seasonal Setup/Storage Boats, Kayaks, Waverunners, Etc.

Home Arrival/Departure Preparation

(Can be incorporated into the Home Management)
Prepare Home for Arrival
Close House on Departure

Transportation Services

Emergency Transportation
Train Pick Up/Drop Off
Airport Pick Up/Drop Off

Automobile Management

Appointment Scheduling/Drop Off/Pick Up
Registration/Inspection Management
Seasonal Shipping and Storage
Running/Driving Cars During Off Season
Emergency Service Scheduling
Washing/Vacuuming
Fuel Fill Ups

Concierge Services

Check Mail/Newspapers
Post Office Pickups/Deliveries
Forward Mail
Video Rental Returns
Laundry Drop Off/Pick Up
Emergency Deliveries to New York City
Food Shopping
Pet Care
Plant Watering
Reservations

Special Event Management

Special Event Scheduling/Coordination
Processing Special Events Permits
Special Event Clean Up
Special Event Guest Car Parking/Management

Subcontractor Management

Contractor Referral
Schedule/Oversee Outside Contractor Work
Monitor Trades Entering Property

Bill Payment and Cost Tracking Services

If there is a service you require, please call us:
516.426.9144, or email: Info@allhampton.com