



PROPERTY MANAGER DASHBOARD

A simple tool to keep your buildings, collections, recurring tasks and follow-ups under control.

Print it, fill it out by hand, or use it as a quick operational reference.

AT-A-GLANCE VIEW

Keep the essential information for your property portfolio in one place.

FEWER MISSED TASKS

Track collections, small recurring duties and seasonal operations.

EASY DELEGATION

Make it clear who is responsible for each task and each property.

FASTER FOLLOW-UPS

Centralize requests, deadlines and open interventions.

How to use it

Start with the overview of your buildings. Then add collection days and recurring duties. Use the last two pages to plan seasonal work and track open requests.

Tip

This document is not meant to replace your property management software. It works best as a quick reference for your team, vendors or operations meetings.

Nettoyage Pro Propre - Common area cleaning, recurring maintenance and related services for property managers and condo associations.



1. Property Portfolio Overview

FREE TOOL

A quick reference to see portfolio size, assigned contacts and key details for each property.

Property / address	No. of units	Type	Manager	Cleaning frequency	On-site contact	Notes / special details

Properties managed	_____	Total units	_____	Open interventions	_____	Properties to monitor	_____
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2. Collections and Small Recurring Tasks

FREE TOOL

Enter the collection day or the time the task should be completed. Example: "Tuesday evening" or "Thursday at 7 PM."

Property	Garbage	Recycling	Compost	Bulky items	Bins out	Bins back in	Responsible person / notes

Other small tasks you can add to your routine:

☐ Replace common-area light bulbs ☐ Wash bins ☐ Put out / store seasonal floor mats ☐ Report damage or unusual conditions

3. Seasonal Planning

Use this page as an annual reminder. Add your own dates and assigned person beside each task.

WINTER

- ☐ Install or inspect entrance mats
- ☐ Confirm salt / de-icer inventory
- ☐ Increase cleaning frequency in high-traffic areas
- ☐ Check lighting in entrances and hallways
- ☐ Plan for salt and water residue control

Date / assigned to: _____

SPRING

- ☐ Remove, clean and store winter mats
- ☐ Schedule garage cleaning
- ☐ Schedule window cleaning
- ☐ Remove accumulated salt residue
- ☐ Clean bins and waste areas

Date / assigned to: _____

SUMMER

- ☐ Deep-clean lower-traffic areas
- ☐ Wash bins / containers
- ☐ Clean windows and glass doors
- ☐ Inspect entrances and exterior access points
- ☐ Plan staff coverage for vacations

Date / assigned to: _____

FALL

- ☐ Bring out and install winter mats
- ☐ Check light bulbs and common-area lighting
- ☐ Confirm salt / de-icer inventory
- ☐ Adjust cleaning frequency for winter
- ☐ Check special holiday collection schedules

Date / assigned to: _____

4. Requests, Interventions and Vendor Follow-Up

FREE TOOL

Centralize items that require action so requests do not get lost in texts, emails or personal notes.

Date	Property	Request / issue	Priority	Assigned to	Due date	Status

Vendor Follow-Up

Service	Vendor	Contact	Frequency	Next service	Notes

A good cleaning service should take work off your plate, not add more.

Nettoyage Pro Propre can handle common-area cleaning along with several related small tasks during scheduled visits.

FREE ESTIMATE

www.nettoyagepropropre.ca