PROPERTY MANAGER STARTER KIT

WORKSHEET 1 OF 6

Property walk & priorities

Download and save a copy, then type into the fields or print it. Keep the completed kit with your property's private records.

Property / management company

Review date

Property address and city

Property type / parking population

Prepared by / role

Recurring concerns

Area / location	Problem and time pattern	Effect on the property

Topics to include in the property walk

- [ ] Entrances / boundaries
- [ ] Existing signs
- [ ] Gates / clearances
- [ ] Accessible parking
- [ ] Loading / drive aisles
- [ ] Guest / reserved spaces

Questions or priorities for the evaluation

Contacts & authorization plan

Identify the people and roles the property will approve. An entry here does not grant towing authority or change an existing agreement.

Property / management company

Name and role	Daytime / after-hours role	Preferred business contact

Who may request, review, change or cancel a request?

How will staff changes and replacement contacts be confirmed?

After-hours escalation and backup contact process

PROPERTY MANAGER STARTER KIT

WORKSHEET 3 OF 6

Parking rules & exceptions

Write the property's current rules and the management decision needed for each issue. Confirm the final process with PPI before relying on it.

Property

Policy review date

Issue / user group	Current property rule	Manager action / exception	Responsible role
Permit / guest			
Reserved / customer			
Blocked access			
Loading / service			
Accessible spaces / marked lanes			
Other concern			

Open questions, warning choices or exceptions to confirm

PROPERTY MANAGER STARTER KIT

WORKSHEET 4 OF 6

Signs & site inventory

Use your own location labels or a parking-map reference. Record what needs review without treating this worksheet as a sign-compliance certification.

Property / map reference

Walk date

Sign ID / location	Restriction / visibility	Condition	Follow-up / owner

Sign supply, ownership and maintenance questions

Items to review with PPI before setup or changes

PROPERTY MANAGER STARTER KIT

WORKSHEET 5 OF 6

Documentation & handoff

Set the recordkeeping process before an active matter. Use the protected manager portal or office instructions for service requests and sensitive records.

Property / process owner

- [ ] Location and reported issue
  Choose how staff will record the property area and the concern being reported.
- [ ] Time and requesting contact
  Record when the issue was reported and which approved role requested review.
- [ ] Site context and photographs
  Confirm which signs, markings, surroundings and relevant conditions should be documented.
- [ ] Authorization and decisions
  Keep the request, manager decisions, warnings and exceptions together.
- [ ] Request status and actual result
  Distinguish requested, accepted, scheduled, attempted, canceled and completed service.
- [ ] Questions, corrections and follow-up
  Identify who reviews a concern and how the final disposition is recorded.

Secure record location, access owner and retention-review responsibility

Approved request channel and handoff instructions (do not enter gate codes)

PROPERTY MANAGER STARTER KIT

WORKSHEET 6 OF 6

Provider review & launch plan

Use these notes during a property evaluation. Confirm scope, costs, access, equipment and expectations in the actual program documents.

Property / provider being reviewed

Can the proposed equipment and process fit the property's access and clearances?

Who supplies, installs, owns and maintains signs, and what costs or limits apply?

How are requests, documentation, concerns and manager changes handled?

What coverage, availability, exclusions and service expectations are confirmed?

Launch / review task	Owner	Target date
Confirm contacts and written process		
Review signs and communications		
Schedule the next program review		