

# B-G&G Management, LLC.

*Experience Apartment Excellence*

**Dali Place - Degas Manor – Monet Manor – Monet Place – The Pines of Gretna – Pines II**

## **Make Ready Technician**

### **Description:**

Under the direction of the Maintenance Supervisor, the Make Ready Technician is responsible for preparing the apartments for new resident occupancy, assisting Maintenance Technicians as requested and maintaining community grounds, common areas and parking lots.

The technician will must be able to complete the following tasks

- Take trash out of unit,
- Check all appliances to confirm they work properly
- Replace air conditioning filters
- Check for plumbing leaks,
- Replace necessary parts if needed.
- Check light bulbs,
- Change toilet seats
- Check mini-blinds (determine if replacements are necessary)
- Change drip pans if needed.
- Evaluate 'wear and tear' on carpet and tile.
- Observe all ceilings to make sure there are no ceiling leaks or water stains.
- Change locks and make sure keys before new resident moves in (make laundry keys and mailbox keys).
- Report to Property Manager when unit is ready to schedule, cleaning, carpet and paint.
- Assist with the process of 'trashing out' units when a resident is evicted.

*Criminal Background Check Required.*

**Baton Rouge District Office – 763 Monet Drive #103A; Baton Rouge, LA 70806 – 225-923-2797**

**Gretna Office – 112 Homes Street; Gretna, LA 70056-2552 – 504-367-6222**

*Criminal background investigation and drug screen required*