

# Maintenance Checklist

## For Hurricane Shutters & Motorized Retractable Screens

### Monthly Maintenance

#### Visual Inspection:

- ☐ Check for dents, cracks, or signs of wear on shutters/screens.
- ☐ Ensure all fasteners are secure and undamaged.

#### Operation Test:

- ☐ Open and close each shutter/screen fully to check smooth operation.
- ☐ Listen for unusual noises or sticking points.

#### Clean Tracks & Frames:

- ☐ Remove dirt, leaves, or debris from tracks with a brush or vacuum.
- ☐ Wipe down frames and slats with a damp cloth and mild soap (no harsh chemicals).

### Quarterly Maintenance

#### Lubricate Moving Parts:

- ☐ Apply silicone spray or approved lubricant to tracks, hinges, and locks.

#### Check Motors & Controls:

- ☐ Test remote controls and switches; replace batteries as needed.
- ☐ Look for exposed wires or moisture around electrical components.

#### Inspect Weather Seals & Caulk:

- ☐ Check for cracked or missing weatherstripping and caulking; reseal if needed.

## Pre-Hurricane Season (April–June) Checklist

### Deep Clean:

- ☐ Fully wash shutters/screens with mild soap and water.
- ☐ Inspect for mold or mildew—clean with a 50/50 vinegar-water mix if needed.

### Professional Inspection:

- ☐ Schedule a full inspection by a certified RollShield technician for added peace of mind.

### Test All Emergency Functions:

- ☐ Confirm manual override works on motorized shutters/screens.
- ☐ Locate and test all keys, cranks, and emergency tools.

## After a Storm or Hurricane

### Immediate Damage Check:

- ☐ Remove leaves, branches, and dirt.
- ☐ Rinse shutters/screens with fresh water to remove salt and sand.

### Clear Debris & Rinse:

- ☐ Test remote controls and switches; replace batteries as needed.
- ☐ Look for exposed wires or moisture around electrical components.

### Report Issues:

- ☐ Contact RollShield for repairs if you notice operational problems or visible damage.

## Annual Maintenance

### Full Service Appointment:

- ☐ Have a certified technician perform a thorough inspection and service.
- ☐ Replace worn or damaged parts.

### Update Owner's Records:

- ☐ Record any repairs, replacements, or upgrades for warranty tracking.

## Tips for Longevity

- Never use harsh chemicals or pressure washers.
- Operate shutters/screens at least once a month—even when not in use.
- Always clear tracks and drainage holes after storms.
- Contact RollShield for professional service or repairs.



 (727) 451-7655

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advice before the next storm hits!