

Form 500 Lease Inspection

Lease Contract Number:			
Inspection Number:	Building Number:		
Building Details		Lease Information	
Building Name:	Expiration Date:		
Address:	Fully Serviced:		
City:	Lease Square Footage:		
State:	Zip Code:		
Contact Information			
Management Company		Lessor	Agency
Organization:	Organization:	Agency Name:	
Address:	Representative:	Representative:	
City, State, Zip Code:	Telephone #:	Telephone #:	
Representative:	Email Address:	Email Address:	
Email Address:	GSA		
Telephone #:	COR Name:	LCO Name:	
After Hours Telephone #:	COR Telephone:	LCO Telephone:	
	COR Email:	LCO Email:	
Tenant Satisfaction		Inspection Details	
Date of Most Recent TSS:	Type of Inspection:	Cyclic Painting: <small>(Last Completion Date or Due Date)</small>	
Score:	Inspector:	Cyclic Carpet: <small>(Last Completion Date or Due Date)</small>	
Response Rate:	Date of Inspection:	Date of Last Safety Inspection:	
Energy Star and Green Building			
Energy Star Score:	Deficiency Identified:	Date of Last Fire Drill:	
Energy Star Requirement:	Pictures Taken:	Date of Last OEP:	
Green Bldg Rating Level:	# of Employees:	Rules/Regulations Posted:	
Green Bldg Certification:	Additional Services Procured:	UCR Compliant:	

Inspection Checklist Codes

Exterior

- 1. Parking
- 2. Sidewalks
- 3. Snow Removal
- 4. Loading Dock

- 5. Building Appearance
- 6. Landscaping
- 7. Ash Cans

- 8. Lighting
- 9. Exterior Equipment
- 10. Other

Interior

Floors

- 11. Carpet
- 12. Resilient
- 13. Stairs

Vertical Surfaces

- 14. Walls
- 15. Windows/Glass
- 16. Venetian Blinds/Drapery
- 17. Doors

Ceiling & Lighting

- 18. Tiles
- 19. Fixtures
- 20. Lighting Level

Restrooms

- 21. Fixtures/Partitions/Other
- 22. Floors
- 23. Supplies

Miscellaneous

- 24. Waste Receptacles
- 25. Metal/Marble Surfaces
- 26. Pest Management
- 27. Randolph-Sheppard
- 28. Fixtures
- 29. Hazardous Materials
- 30. Security Requirements
- 31. Other

Equipment, Systems, & Maintenance

- 32. Maintenance, Testing, and Balancing
 - 33. Indoor Air Quality/Temp
 - 34. Elevators/Escalators
 - 35. Above Standard Equipment Maintenance
 - 36. Exit Signs/Emergency Lighting/Egress
 - 37. Fire Extinguishers
 - 38. Fire Sprinklers
- #### Sustainability
- 39. Recycling
 - 40. Selection of Cleaning and Paper Products
 - 41. Utility Consumption Reporting (UCR)

Deficiency Tracker

Periodic Services (Other than Daily, Weekly, or Monthly)

Service	Frequency	Completed
Damp wipe restroom wastepaper receptacles, stall partitions, doors, window sills, and frames.		
Shampoo entrance and elevator carpets.		
Clean metal and marble surfaces in lobbies		
Dust wall surfaces within 70 inches of the floor, vertical surfaces and under surfaces.		
Wet mop or scrub garages.		
Wash all interior and exterior windows and other glass surfaces.		
Strip and apply four coats of finish to resilient floors in restrooms.		
Strip and refinish main corridors and other heavy traffic areas.		
Wash all venetian blinds, and dust 6 months from washing.		
Vacuum or dust all surfaces in the Building more than 70 inches from the floor, including light fixtures.		
Vacuum all draperies in place.		
Clean balconies, ledges, courts, areaways, and flat roofs.		
Shampoo carpets in corridors and lobbies.		
Strip and refinish floors in offices and secondary lobbies and corridors.		
Shampoo carpets in all offices and other non-public areas.		
Dry clean or wash (as appropriate) all draperies.		
Cyclical Paint (common)		
Cyclical Paint (leased space)		
Cyclical Carpet (space)		

Additional Comments and Remarks