

Property Unit # Technician Date: 12/02/2021

FRONT/BACK DOORS:

_____ Front/Back Door Locks
_____ or Switched with Apt. #
_____ Mailbox Locks
_____ Peepholes
_____ Weather Stripping
_____ Baseboards/Door Casing

LIVING/DINING ROOM:

_____ D/R Light/Ceiling Fan
_____ Water Marks - Ceiling
_____ Moisture Meter Test - Outside Walls
_____ Doors/Frames/Closets/Walls/Cabinets
_____ Hinges/Guides/Wheels
_____ Door Stops
_____ Window Glass/Rollers/Oil
Window/Raise
_____ Blinds/Screens/Locks/Clean Window
Drains/ Thermostat/A-C/Heater/Filter/Vents...
_____ Float Shut Off Switch/
Outlets/Switches/Cover Plates
_____ Baseboards/Door Casing/Cabinet Trim
_____ Smoke Detectors/CO Alarms
_____ Fireplace

PATIO #1:

_____ Patio Floor/Walls/Rails/Closets
_____ Patio Bulbs/Fixtures/Outlets
_____ Water Heater
_____ Sprinklers/Rings

PATIO #2:

_____ Patio Floor/Walls/Rails/Closets
_____ Patio Bulbs/Fixtures/Outlets
_____ Water Heater
_____ Sprinklers/Rings

HALLWAYS:

_____ Doors/Door Stops/Closets/Cabinets
_____ Light Bulbs/Fixtures
_____ Outlets/Switches/Cover
Plates/Baseboards/Door Casing/Cabinet Trim
_____ Water Marks on Ceiling
_____ Cloths Washer Hose Bids
_____ W/D Hook Ups/Clean Lint/ Smoke
Detectors/CO Alarms

AIR CONDITION:

_____ Thermostat Tested
_____ Clean Interior Coils
_____ Line Set Insulation Intact
_____ Clear Condensate
_____ Condensate Pan Not Leaking &
Cleaned
_____ Plenum Sealed
_____ Float Switch Cleaned & Working
_____ Filter Replaced/Replace Water Bug
Battery
_____ Ducts To Vents Sealed (Upstairs Units
Only)
_____ All Wires To Unit Secured Insulated &
Neat (Tie Wrapped)
_____ Clean All Vent Covers Inside & Out

KITCHEN:

_____ Window Glass/Rollers/Oil Windows...
_____ Blinds/Screens/Locks
_____ Water Marks - Ceiling & Cabinets
_____ Microwave

Stove/Range Hood

_____ Switches/Knobs/Indicator Pannel
Stickers
_____ Burners/Burner Receptacles
_____ Drip Pans/Rings
_____ Range Light/Fan/Filter

Oven

_____ Switches/Knobs/Indicator Pannel
Stickers
_____ Bake Element
_____ Broil Element
_____ Thermostat
_____ Inside Light
_____ Grills/Racks

Dishwasher

_____ Supply line
_____ Fill Valve
_____ Drain
_____ Air Gap (set in putty)
_____ Indicator Panel
_____ Clean Float Level Switch
_____ Moisture Meter Test Under D/W

Refrigerator

_____ Inside Light
_____ Shelves/Brackets/Handles/Bars
_____ Crisper Cover/Drawer(s)
_____ Gaskets
_____ Level
_____ Clean Condenser
_____ Freezer (Set to low/cool)

Sink

_____ Touch-Up Paint
_____ Strainer/Stopper
_____ Faucet (PUTTY)/Handles/Indexes
_____ Faucet Seat/Stem/Aerator
_____ Disposal
_____ Shelf/Wall Underneath
_____ Angle Stops/Supply Lines (RUST)
_____ Waste Pipes/Drains
_____ Moisture Meter Test Under Sink
_____ Sink Sealed to Counter
_____ Water Pressure At/Under 60 PSI
_____ Water Temp. At/Under 120 Degrees

Cabinets

_____ Doors/Hinges/Latches
_____ Drawers/Guides/Tracks
_____ Cutting Board/Shelves
_____ Handles/Knobs
_____ Countertop
Formica/Refinish/Tile/Caulking
_____ Floor
_____ Tile/Vinyl/Cove Base/Baseboard
_____ Baseboards/Door Casing/Cabinet Trim

BEDROOM #1:

_____ Window Glass/Rollers/Oil Windows...
_____ Clear Window Drains/ Blinds/Screens
_____ Window Locks/ Raise Windows
_____ Light Bulbs/Fixtures
_____ Outlets/Switches/Cover Plates
_____ Doors/Frames/Hinges
_____ Door Stops/Door Knobs
_____ Closet Knobs/Guides/Wheels/Shelf &
Pole
_____ Thermostat /A-C/Heater/Filter/Vents...
_____ Float Shut Off Switch
_____ Baseboards/Door Casing/Cabinet Trim
_____ Water Marks On Ceiling
_____ Moisture Meter Test Outside Walls
_____ Smoke Detectors/CO Alarms

BEDROOM #2:

_____ Window Glass/Rollers/Oil Windows...
_____ Clear Window Drains/ Blinds/Screens
_____ Window Locks/ Raise Windows
_____ Light Bulbs/Fixtures
_____ Outlets/Switches/Cover Plates
_____ Doors/Frames/Hinges
_____ Door Stops/Door Knobs
_____ Closet Knobs/Guides/Wheels/Shelf &
Pole
_____ Thermostat /A-C/Heater/Filter/Vents...
_____ Float Shut Off Switch
_____ Towel Bar/Brackets
_____ Paper Holder/Brackets
_____ Floor Tile/Vinyl/Cove Base
_____ Baseboards/Door Casing/Cabinet Trim

BEDROOM #3:

_____ Window Glass/Rollers/Oil Windows...
_____ Clear Window Drains/ Blinds/Screens
_____ Window Locks/ Raise Windows
_____ Light Bulbs/Fixtures
_____ Outlets/Switches/Cover Plates
_____ Doors/Frames/Hinges
_____ Door Stops/Door Knobs
_____ Closet Knobs/Guides/Wheels/Shelf &
Pole
_____ Thermostat /A-C/Heater/Filter/Vents...
_____ Float Shut Off Switch
_____ Baseboards/Door Casing/Cabinet Trim
_____ Water Marks On Ceiling
_____ Moisture Meter Test Outside Walls
_____ Smoke Detectors/CO Alarms

BATHROOM #1:**Tub/Shower Enclosures**

☐ Cracks In Tub/Shower Walls
☐ Stopper/Hair Catches
☐ Trip Lever & Plate
☐ Valve Handles/Knobs/Indexes
☐ Shower Head/Neck/Trim Plate
☐ Caulking
☐ Shower Doors/Rods/Walls
☐ Shower Tracks/Weep Holes/Guides
☐ Moisture Meter Test Next To Tub
☐ Caulking
☐ Shower Doors/Rods/Walls
☐ Shower Tracks/Weep Holes/Guides
☐ Moisture Meter Test Next To Tub

Lights

☐ Bulbs/Flood Lamp
☐ Fixtures/Covers

Cabinets

☐ Doors/Hinges/Latches
☐ Drawers/Guides/Tracks
☐ Shelves/Handles/Knobs
☐ Countertop Marble/Tile/Grout
☐ Caulk/Formica/Refinish
☐ Water Marks On Ceiling/Cabinets

Sink

☐ Sink Sealed To Counter
☐ Surface/Touch-Up Paint
☐ Pop-Up
☐ Faucet (PUTTY)/Handles/Indexes
☐ Faucet Seat/Stem/Aerator
☐ Caulking
☐ Angle Stops/Supply Lines (RUST)
☐ Waste Pipes/Drains
☐ Moisture Meter Test Under Sink
☐ Shelf/Wall Underneath

Toilets

☐ Tank/Bowl/Lid - Crack Inspection
☐ Toilet Seat - Crack Inspection
☐ Flange/Gasket/O-Ring
☐ Washers/Caps
☐ Fill Valve
☐ Flush Valve
☐ Handle
☐ Angle Stop
☐ Toilet Flapper/Dye Tabs
☐ Toilet Mount
☐ Moisture Meter Test Behind Toilet

Miscellaneous Bathroom

☐ Window Glass/Rolles/Oil Windows
☐ Blinds/Screens/Locks
☐ Doors/Frames/Hinges
☐ Door Knob/Stops
☐ Fan & Cover
☐ Outlets/Switches/Cover Plates
☐ Mirror
☐ Medicine Cabinet
☐ Towel Bar/Brackets
☐ Paper Holder/Brackets
☐ Floor Tile/Vilyl/Cove Base
☐ Baseboards/Door Casing/Cabinet Trim

BATHROOM #2:**Tub/Shower Enclosures**

☐ Cracks In Tub/Shower Walls
☐ Stopper/Hair Catches
☐ Trip Lever & Plate
☐ Valve Handles/Knobs/Indexes
☐ Shower Head/Neck/Trim Plate
☐ Caulking
☐ Shower Doors/Rods/Walls
☐ Shower Tracks/Weep Holes/Guides
☐ Moisture Meter Test Next To Tub
☐ Caulking
☐ Shower Doors/Rods/Walls
☐ Shower Tracks/Weep Holes/Guides
☐ Moisture Meter Test Next To Tub
☐ Splash Guard

Lights

☐ Bulbs/Flood Lamp
☐ Fixtures/Covers

Cabinets

☐ Doors/Hinges/Latches
☐ Drawers/Guides/Tracks
☐ Shelves/Handles/Knobs
☐ Countertop Marble/Tile/Grout
☐ Caulk/Formica/Refinish
☐ Water Marks On Ceiling/Cabinets

Sink

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☐ Surface/Touch-Up Paint
☐ Pop-Up
☐ Faucet (PUTTY)/Handles/Indexes
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Job Complete? NO

Time spent: