**Unit Exterior and Common Area Inspection Report**

Property Address

Owner

Who was present

Reported By Date

**I. Building Exterior**

| **Item** | **Character and Condition** | **Needs** | **Estimated Expense Involved** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Grounds** |  |  |  |
| 1. Soil
 |  |  |  |
| 1. Grass
 |  |  |  |
| 1. Shrubs
 |  |  |  |
| 1. Flowers
 |  |  |  |
| 1. Trees
 |  |  |  |
| 1. Fences
 |  |  |  |
| 1. Urns
 |  |  |  |
| 1. Walks
 |  |  |  |
| 1. Cement Flashings
 |  |  |  |
| 1. Parking Curbs
 |  |  |  |
| **Brick and Stone** |  |  |  |
| 1. Front Walls
 |  |  |  |
| * 1. Base
 |  |  |  |
| * 1. Top
 |  |  |  |
| * 1. Coping
 |  |  |  |
| * 1. Tuck-pointing
 |  |  |  |
| * 1. Cleanliness
 |  |  |  |
| 1. Court Walls
 |  |  |  |
| * 1. Base
 |  |  |  |
| * 1. Top
 |  |  |  |
| * 1. Coping
 |  |  |  |
| * 1. Tuck-pointing
 |  |  |  |
| * 1. Cleanliness
 |  |  |  |
| 1. Side Walls
 |  |  |  |
| * 1. Base
 |  |  |  |
| * 1. Top
 |  |  |  |
| * 1. Coping
 |  |  |  |
| * 1. Tuck-pointing
 |  |  |  |
| * 1. Cleanliness
 |  |  |  |
| 1. Rear Walls
 |  |  |  |
| * 1. Base
 |  |  |  |
| * 1. Top
 |  |  |  |
| * 1. Coping
 |  |  |  |
| * 1. Tuck-pointing
 |  |  |  |
| * 1. Cleanliness
 |  |  |  |
| 1. Chimneys
 |  |  |  |

**II. General Interior**

| **Item** | **Character and Condition** | **Needs** | **Estimated Expense Involved** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Vestibules** |  |  |  |
| 1. Steps
 |  |  |  |
| 1. Risers
 |  |  |  |
| 1. Floors
 |  |  |  |
| 1. Marble Slabs
 |  |  |  |
| 1. Walls
 |  |  |  |
| 1. Ceilings
 |  |  |  |
| 1. Doormats
 |  |  |  |
| 1. Door Glass
 |  |  |  |
| 1. Transoms
 |  |  |  |
| 1. Hinges
 |  |  |  |
| 1. Doorknobs
 |  |  |  |
| 1. Door Checks
 |  |  |  |
| 1. Door Finish
 |  |  |  |
| 1. Kick Plates
 |  |  |  |
| 1. Handrails
 |  |  |  |
| 1. Mailbox Doors
 |  |  |  |
| 1. Mailbox Locks
 |  |  |  |
| 1. Intercom
 |  |  |  |
| 1. Signal Buttons
 |  |  |  |
| **Stair Halls** |  |  |  |
| 1. Steps
 |  |  |  |
| 1. Landings
 |  |  |  |
| 1. Handrails
 |  |  |  |
| 1. Woodwork
 |  |  |  |
| 1. Carpets
 |  |  |  |
| 1. Walls
 |  |  |  |
| 1. Ceilings
 |  |  |  |
| 1. Skylights
 |  |  |  |
| 1. Windows
 |  |  |  |
| 1. Window Coverings
 |  |  |  |
| **Rear Halls** |  |  |  |
| 1. Steps
 |  |  |  |
| 1. Landings
 |  |  |  |
| 1. Walls
 |  |  |  |
| 1. Ceilings
 |  |  |  |
| 1. Handrails
 |  |  |  |
| 1. Garbage Cans
 |  |  |  |
| 1. Windows
 |  |  |  |
| 1. Window Coverings
 |  |  |  |
| **Elevators** |  |  |  |
| 1. Signal Buttons
 |  |  |  |
| 1. Doors
 |  |  |  |
| 1. Cab Floors
 |  |  |  |
| 1. Cab Walls
 |  |  |  |
| 1. Cab Ceilings
 |  |  |  |
| 1. Control Mechanism
 |  |  |  |
| 1. Cables
 |  |  |  |
| 1. Pulleys
 |  |  |  |

**II. General Interior (cont’d)**

| **Item** | **Character and Condition** | **Needs** | **Estimated Expense Involved** |
| --- | --- | --- | --- |
|  |  |  |  |
| 1. Motor
 |  |  |  |
| 1. Shaft Walls
 |  |  |  |
| 1. Shaft Ceiling
 |  |  |  |
| 1. Shaft Floor
 |  |  |  |
| 1. Floor Numbers on Doors
 |  |  |  |
| **Public Light Fixtures** |  |  |  |
| 1. Entrance
 |  |  |  |
| * 1. Brackets
 |  |  |  |
| * 1. Fixtures
 |  |  |  |
| * 1. Bulbs
 |  |  |  |
| * 1. Switch
 |  |  |  |
| 1. Vestibule
 |  |  |  |
| * 1. Brackets
 |  |  |  |
| * 1. Fixtures
 |  |  |  |
| * 1. Bulbs
 |  |  |  |
| * 1. Switch
 |  |  |  |
| 1. Halls
 |  |  |  |
| * 1. Brackets
 |  |  |  |
| * 1. Fixtures
 |  |  |  |
| * 1. Bulbs
 |  |  |  |
| * 1. Switch
 |  |  |  |

**III. Basement**

| **Laundries** |  |  |  |
| --- | --- | --- | --- |
| 1. Floors
 |  |  |  |
| 1. Walls
 |  |  |  |
| 1. Ceilings
 |  |  |  |
| 1. Washers
 |  |  |  |
| 1. Driers
 |  |  |  |
| 1. Vending Machines
 |  |  |  |
| 1. Tubs and Faucets
 |  |  |  |
| 1. Toilet Bowls
 |  |  |  |
| 1. Lavatories
 |  |  |  |
| 1. Drains
 |  |  |  |
| 1. Doors
 |  |  |  |
| 1. Windows
 |  |  |  |
| 1. Window Coverings
 |  |  |  |
| **Boiler Room** |  |  |  |
| 1. Floor
 |  |  |  |
| 1. Pipes
 |  |  |  |
| 1. Fuel Bin
 |  |  |  |
| 1. Fire Hazards
 |  |  |  |
| 1. Ceiling
 |  |  |  |
| 1. Walls
 |  |  |  |
| 1. Doors
 |  |  |  |
| 1. Windows
 |  |  |  |
| 1. Window Coverings
 |  |  |  |
| 1. Cleanliness
 |  |  |  |
| 1. Trash Containers
 |  |  |  |

**III. Basement (cont’d)**

| **Item** | **Character and Condition** | **Needs** | **Estimated Expense Involved** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Boiler** |  |  |  |
| 1. Flues
 |  |  |  |
| 1. Tubes
 |  |  |  |
| 1. Valves
 |  |  |  |
| 1. Diaphragms
 |  |  |  |
| 1. Flange Unions
 |  |  |  |
| 1. Grates
 |  |  |  |
| 1. Ash Pits
 |  |  |  |
| 1. Pointing on Brickwork
 |  |  |  |
| 1. Motors
 |  |  |  |
| 1. Draft Controls
 |  |  |  |
| 1. Chimney
 |  |  |  |
| 1. Thermostats
 |  |  |  |
| 1. Hydrostats
 |  |  |  |
| 1. Stoker
 |  |  |  |
| 1. Insulation
 |  |  |  |
| 1. Combustion Chambers
 |  |  |  |
| 1. Water Level
 |  |  |  |
| **Hot-Water Heater** |  |  |  |
| 1. Tank
 |  |  |  |
| 1. Insulation
 |  |  |  |
| 1. Ash Pit
 |  |  |  |
| 1. Incinerator
 |  |  |  |
| 1. Submerged System
 |  |  |  |
| 1. Hydrolator
 |  |  |  |
| **Pumps** |  |  |  |
| 1. Motors
 |  |  |  |
| 1. Sump
 |  |  |  |
| 1. Pressure
 |  |  |  |
| 1. Circulating
 |  |  |  |
|  |  |  |  |
| **Locker Rooms** |  |  |  |
| 1. Floors
 |  |  |  |
| 1. Walls
 |  |  |  |
| 1. Ceilings
 |  |  |  |
| 1. Doors
 |  |  |  |
| 1. Fire Hazards
 |  |  |  |
| 1. Aisles
 |  |  |  |
| **Central Air Conditioning** |  |  |  |
| 1. Motors
 |  |  |  |
| 1. Cleanliness
 |  |  |  |
| 1. Accessibility
 |  |  |  |
| **General** |  |  |  |
| 1. Plaster
 |  |  |  |
| 1. Trash and Junk
 |  |  |  |
| 1. Screens
 |  |  |  |

**Notes and Recommendations**

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