**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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