| **Maintenance Checklist** |
| --- |
| **Note**: Place a check mark ( ) beside the items that are okay. Write in what needs to be done and what was done beside the items that need/needed repair. (Approximate time to complete 2-6 hours)Property: Apartment No.:  |
| **Front Door:** | **Back Door:** |
|  |  |  |  |
|   | Closes correctly |   | Closes correctly |
|   | Weather stripping |   | Weather stripping |
|  | Door stops |   | Deadbolt |
|   | Deadbolt |   | Keyless lock |
|   | Keyless lock |  |  |
|   | Peephole |  |  |
|   | Door Paint |  |  |
|   | Lock re-keyed or changed (initial) |  |  |
|   | 2 Keys ready for door lock and mail box |  |  |
|  |
| Other:  |
| **Living Room:** | **Fireplace:** | **Sliding Glass Doors:** |
|   | Light & Fixtures |   | Dampers |   | Rolls smoothly |
|   | Tile/Flooring |   | Screens |   | Locks easily |
|   | Bookcase/Other |   | Grates |   | Lock pins/Bars |
|   | Blinds/Verticals |   | Paint |   | Screens |
|  |
| Other:  |
| **Dining Room:** | **Den:** |
|   | Light & Fixtures |   | Light & Fixtures |
|   | Shelves/Cabinets |   | Shelves/Cabinets |
|   | Screens |   | Screens |
|   | Doors |   | Doors |
|  |
| Other:  |
| **Smoke Alarm/Fire Extinguisher:** | **Washer/Dryer Room:** |
|   | Battery good (Y/N) |   | Washer/Dryer connections |
|   | Circuitry test good |   | Dryer vent clear |
|   | Extinguisher fully charged |   | Shelving |
|   |  |   | Doors |
|   |  |   | Flooring |
|  |
| **Outside Utility Room:** | **Patio or Balcony:** |
|   | Condition or doors |   | Patio light/globe |
|   | Shelf |   | Paint |
|   | Paint/Sheetrock |   | Hand rail |
|  |
| Other:  |
| **Disposal:** | **Kitchen Plumbing:** |
|   | Clear & Free |   | Leaking faucets |
|   | Reset not tripped |   | Aerators missing or stopped up |
|   | Stopper in place |   | Leaking drains |
|   | Switch works |   |  Stoppers & pop-ups |
|   | Splash guard |   | Sink no damage & strainers & covers |
|   | Check operation |   | Caulking |
| **Maintenance Checklist** |
| **Stove:** | **Kitchen Floor/Cabinets/Drawer Fronts:** |
|   | Vent hood works, all speeds & light |   | Floor tile good |
|   | Burner work |   | Caulk & moldings at floor |
|   | Indicator lights |   | Caulk & cabinet connections |
|   | Oven racks |   | Broken/sagging shelves |
|   | Broiler pan in stove |   | Drawers slide easily |
|  |
| **Bathrooms 1-2** |
| **-1** | **-2** |  | **-1** | **-2** |  |
|   |   | Toilet seats |   |   | Lights & Fixtures |
|   |   | Toilet working & flappers good |   |   | Cabinets/drawers work |
|   |   | Sink stopper working |   |   | Shower rods & ends |
|   |   | Leaky pipes (& ck under sink) |   |   | Door stops |
|   |   | Tub stopper works |   |   | Medicine cabinet |
|   |   | Hot/cold water in sink |   |   | Mirror(s) |
|   |   | Hot/cold water in tub |   |   | Linen closet shelves |
|   |   | Aerators clean |   |   | Caulking (remove old & re-caulk) |
|   |   | Shower head |   |   | Shower walls grouted |
|   |   | Sink not damaged |   |   | Door locks work |
|   |   | Pop-ups, screens, & stoppers |   |   | Toilet paper holder |
|   |   | Cabinet shelves broken/sagging |   |   | Toilet paper roller |
|   |   | Tile & flooring |   |   | Towel bar(s) |
|  |
| Other:  |
| **Bedrooms 1-2-3** |
| **-1** | **-2** | **-3** |  | **-1** | **-2** | **-3** |  |
|   |   |   | Lights & fixtures |   |   |   | Blinds/Verticals |
|   |   |   | Screens |   |   |   | Window locks |
|   |   |   | Closet poles |   |   |   | Caulk windows |
|   |   |   | Closet shelves |   |   |   | Water spots |
|   |   |   | Door stops |   |   |   | Sheetrock repairs |
|  |
| Other:  |
| **Electric Panel:** |
|   | Check/tighten all connections |   | Compound aluminum connections |
|  |
| **Heating & Cooling Systems:** |
|   | Change & check filter |   | Check electrical connections |
|   | Thermostat loose or broken |   | Blower wheel alignment & tightness |
|   | Check/Clean evaporator & drain lines |   | Tightness of all covers evaporator/drain |
|   | Clean drain lines & check pan |   | Air return/Registers/Covers |
|   | Heat works |   | Clean condenser & check blade freedom/tight |
|   | Cool works |   | Covers & insulation in place |
|  |
| Other:  |
| **Water Heater:** |
|   | Check for leaks |   | Check correct thermostat setting for leaks |
|   | Connections tight/pan/rust |   | Check for operation |
|  |
| Other:  |
| **Carpet:** | **Paint/Sheetrock/Moldings/Other** |
|   | Seams & spots |   | Ceiling painted (if necessary) |
|   | Base board |   | Baseboards |
|   | Carpet replacement (Y/N) |   | Sheetrock repair |
|   | Tack strips or Z bar |   | Hardware, other fixtures, etc. |
|  |
| Other: Maintenance Person’s Signature: Date:  |

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