

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:

- ___ Closes correctly
- ___ Weather stripping
- ___ Door stops
- ___ Deadbolt
- ___ Keyless lock
- ___ Peephole
- ___ Door paint
- ___ Lock re-keyed or changed (initial)
- ___ 2 keys ready for door lock and mail box

Back Door:

- ___ Closes correctly
- ___ Weather stripping
- ___ Deadbolt
- ___ Keyless lock

Other: _____

Living Room:

- ___ Light & Fixtures
- ___ Tile/Flooring
- ___ Bookcase/Other
- ___ Blinds/Verticals

Fireplace:

- ___ Dampers
- ___ Screens
- ___ Grates
- ___ Paint

Sliding Glass Doors:

- ___ Rolls smoothly
- ___ Lock easily
- ___ Lock pins/Bars
- ___ Screens

Other: _____

Dining Room:

- ___ Light & Fixtures
- ___ Shelves/cabinets
- ___ Screens
- ___ Doors

Den:

- ___ Light & Fixtures
- ___ Shelves/cabinets
- ___ Screens
- ___ Doors

Other: _____

Smoke Alarm/Fire Extinguisher:

- ___ Battery good (Y/N)
- ___ Circuitry test good
- ___ Extinguisher fully charged
- ___
- ___

Washer/Dryer Room:

- ___ Washer/Dryer connections
- ___ Dryer vent clear
- ___ Shelving
- ___ Doors
- ___ Flooring

Outside Utility Room:

- ___ Condition or doors
- ___ Shelf
- ___ Paint/Sheetrock

Patio or Balcony:

- ___ Patio light/globe
- ___ Paint
- ___ Hand rail

Other: _____

Disposal:

- ___ Clear & free
- ___ Reset not tripped
- ___ Stopper in place
- ___ Switch works
- ___ Splash guard
- ___ Check operation

Kitchen Plumbing:

- ___ Leaking faucets
- ___ Aerators missing or stopped up
- ___ Leaking drains
- ___ Stoppers & pop-ups
- ___ Sink - no damage; strainers & covers
- ___ Caulking

Maintenance Checklist

Stove:

- Vent hood works, all speeds & light
- Burners work
- Indicator lights
- Oven racks
- Broiler pan in stove

Kitchen Floor/Cabinets/Drawer Fronts:

- Floor tile good
- Caulk & moldings at floor
- Caulk & cabinet connections
- Broken/sagging shelves
- Drawers slide easily

Bathrooms 1-2

- | 1 | 2 | |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Toilet seats |
| <input type="checkbox"/> | <input type="checkbox"/> | Toilet working & flappers good |
| <input type="checkbox"/> | <input type="checkbox"/> | Sink stopper working |
| <input type="checkbox"/> | <input type="checkbox"/> | Leaky pipes (& chk under sink) |
| <input type="checkbox"/> | <input type="checkbox"/> | Tub stopper works |
| <input type="checkbox"/> | <input type="checkbox"/> | Hot/cold water in sink |
| <input type="checkbox"/> | <input type="checkbox"/> | Hot/cold water in tub |
| <input type="checkbox"/> | <input type="checkbox"/> | Aerators clean |
| <input type="checkbox"/> | <input type="checkbox"/> | Shower head |
| <input type="checkbox"/> | <input type="checkbox"/> | Sink not damaged |
| <input type="checkbox"/> | <input type="checkbox"/> | Pop-ups, screens, & stoppers |
| <input type="checkbox"/> | <input type="checkbox"/> | Cabinet shelves broken/sagging |
| <input type="checkbox"/> | <input type="checkbox"/> | Tile & flooring |

- | 1 | 2 | |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Lights & Fixtures |
| <input type="checkbox"/> | <input type="checkbox"/> | Cabinets/drawers work |
| <input type="checkbox"/> | <input type="checkbox"/> | Shower rods & ends |
| <input type="checkbox"/> | <input type="checkbox"/> | Door stops |
| <input type="checkbox"/> | <input type="checkbox"/> | Medicine cabinet |
| <input type="checkbox"/> | <input type="checkbox"/> | Mirror(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | Linen closet shelves |
| <input type="checkbox"/> | <input type="checkbox"/> | Caulking (remove old & re-caulk) |
| <input type="checkbox"/> | <input type="checkbox"/> | Shower walls grouted |
| <input type="checkbox"/> | <input type="checkbox"/> | Door locks work |
| <input type="checkbox"/> | <input type="checkbox"/> | Toilet paper holder |
| <input type="checkbox"/> | <input type="checkbox"/> | Toilet paper roller |
| <input type="checkbox"/> | <input type="checkbox"/> | Towel bar(s) |

Other: _____

Bedrooms 1-2-3

- | 1 | 2 | 3 | |
|--------------------------|--------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lights & fixtures |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Screens |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Closet poles |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Closet shelves |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Door stops |

- | 1 | 2 | 3 | |
|--------------------------|--------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blinds/verticals |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Window locks |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Caulk windows |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water spots |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sheetrock repairs |

Other: _____

Electric Panel:

- | | |
|--|--|
| <input type="checkbox"/> Check/tighten all connections | <input type="checkbox"/> Compound aluminum connections |
|--|--|

Heating & Cooling Systems:

- | | |
|---|--|
| <input type="checkbox"/> Change & check filter | <input type="checkbox"/> Check electrical connections |
| <input type="checkbox"/> Thermostat loose or broken | <input type="checkbox"/> Blower wheel alignment & tightness |
| <input type="checkbox"/> Check/clean evaporator & drain lines | <input type="checkbox"/> Tightness of all covers evaporator/drain |
| <input type="checkbox"/> Clean drain lines & check pan | <input type="checkbox"/> Air return/registers/covers |
| <input type="checkbox"/> Heat works | <input type="checkbox"/> Clean condenser & check blade freedom/tight |
| <input type="checkbox"/> Cool works | <input type="checkbox"/> Covers & insulation in place |

Other: _____

Water Heater:

- | | |
|---|---|
| <input type="checkbox"/> Check for leaks | <input type="checkbox"/> Check correct thermostat setting for leaks |
| <input type="checkbox"/> Connections tight/pan/rust | <input type="checkbox"/> Check for operation |

Other: _____

Carpet:

- Seams & spots
- Base board
- Carpet replacement (Y/N)
- Tack strips or Z bar

Paint/Sheetrock/Moldings/Other

- Ceiling painted (if necessary)
- Baseboards
- Sheetrock repair
- Hardware, other fixtures, etc.

Other: _____

Maintenance Person's Signature: _____ Date: _____

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