

Bi Weekly Building Walk-Through Checklist

Bring:

flashlight	tape measure
pen and paper	phillips and regular screwdriver
past due notices	building identification
building identification	mta card

Date:

							Yes	No
Is there any construction being done in or on adjoining buildings?								
Are the front exterior lights working (2 fixtures above entrance)?								
Is Front Fire escape clear of all obstacles and no visible damage								
Is Rear fire escape clear of all obstacles and no visible damage								
Is Sidewalk clean and clear of debris								
Is Garbage bagged and neat on sidewalk								
Is Front door locked								
Is Front door lock working								
Is Intercom clean and working								
Is Front door glass clean and not broken								
Is Vestibule door glass clean and not broken								
Are all Lights working in hallways and stairs								
Is Entrance clean								
Are Hallway and stairs clean to top and undamaged								
Are Hallway and stairs free from obstructions								
Are all Apartment doors closed								
Is Emergency lighting powered on-all floors								
Does fire emergency light work when tested on all floors and in fire exit passageway?								
Are there any building notices that have been left								
Are there any bad odors?								
Is the Roof clear of debris								
Is Roof access door closed and working								
Is there any standing water on the roof								
Is the roof gutter clear								
Is the Fire hall clear of all obstacles								
Is the Commercial tenant open for business								
Is there any Water on floor in basement								
Is there any Smell of gas in basement or building								
Water Meter Reading:								
Gas Meter Reading:								
Are all smoke/co detectors in all units and common areas (13) operational when tested?								

Knock on doors of any past due tenants and ask for rent check. If no answer, leave past due notice

Notes on past due tenants

Special Instructions:

For Building:_____

Signed:_____

Property Manager

Dated:_____

e.