

# 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: \_\_\_\_\_

Dated: \_\_\_\_\_

Property Manager

e.