

Bi Weekly Building Walk-Through Checklist

Bring:

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

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 (May/Nov Only)?
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

Yes	No

--	--

--	--

Special Instructions:

For Building:_____

Signed:_____

Property Manager

Dated:_____