

Building Walk Through Checklist

- Bring:
- flashlight

pen and paper

past due notices

building identification

mta card
- tape measure

phillips and regular screwdriver

Date: 1/2/14

						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						all clear -	NO garbage
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							✓ but placed 2 new bulbs in vestibule light fixture
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 emergency light work when tested on all floors?							✓
Are there any building notices that have been left						✓	
Are there any bad odors?						✓	
Is the Roof clear of debris						✓	just the usual debris already there
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:							

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: