

Building Walk Through Checklist

Bring:

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

Date: 1/21/14

			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			all clear - No garbage	
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				✓ 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?			✓ just the usual debris is already there	
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:				

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: