

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: