

Building Walk Through Checklist

Bring:

flashlight

pen and paper

past due notices

building identification

mta card

tape measure

phillips and regular screwdriver

Date: 1/18/13

			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				No Garbage present
Is Front door locked			✓	
Is Front door lock working			✓	
Is Vestibule door locked				There is no lock on this door
Is Vestibule door lock working				NO lock
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 is 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				old windows, faucet shelf full, garbage bag, roof snow-covered
Is Roof access door closed and working			✓	
Is there any standing water on the roof			✓	hot
Is the roof drain 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:	018343	WATER METER :	018343 cubic feet	• Store : 008067 cubic ft.
Gas Meter Reading:	04015	Gas Meter Reading:	0238	#3802 = 6348

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:

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Does emergency light work when tested on all floors?							
Are there any building notices that have been left							
Are there any bad odors?							
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Is Roof access door closed and working							
Is there any standing water on the roof							
Is the roof drain clear <i>pipe clear?</i>							
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:							
<i>BLDG STATE</i>	<i>Water Meter reading</i>	<i>Gas Meter #4015</i>	<i>Gas Meter #3802</i>	<i>Reading:</i>	<i>Reading:</i>		