

Building Walk Through Checklist

Bring:

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

Date: 12/18/13

						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							✓
Is Roof access door closed and working						✓	
Is there any standing water on the roof							✓
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:						OLD WATER METER : 018343 cubic feet • Store : 008067 cubic ft.	
Gas Meter Reading:						#4015 : 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:

Building Walk Through Checklist

- Bring:
- flashlight

pen and paper

past due notices

building identification

mta card
- tape measure

phillips and regular screwdriver

Date:

							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								
Is Front door locked								
Is Front door lock working								
Is Vestibule door locked								
Is Vestibule 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 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								
Is Roof access door closed and working								
Is there any standing water on the roof								
Is the roof drain clear <u>Are clear?</u>								
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: \$ \$ \$ \$ \$ \$								
Water Meter Reading								
Gas Meter (#4015) Reading:								
Gas Meter (#3802) Reading:								

Bldg
Store