MAKE	READY	CHECK	I IQT
IVIANE	READI	CHECK	பலட

ADT #	Data	
APT.#	Date	

Maintenance Technician: Check the applicable boxes for completed or replaced items. File completed and approved checklist in Apartment File. For trash-out units, attach a unit inventory sheet. All shaded areas are to be completed upon lease renewal. Manager needs to notify Maintenance on lease renewal.

MECHANICAL			
STEP 1	COM	REP	ESO
check/clean cond coil			
check/oil fan motor			
check/clean cond. pan			
check/clean evap. coil			
check/clean drain line			
check HVAC controls			
check/adj. pilot light			
check burner flame			
check/clean heating elem.			
check/clean refrig. coils			
check refrigerator temp.			
check shelves/gaskets/door			
check drawers/handles			
check icemaker supply line			
check dishwasher			
check rollers/racks			
check/clean under DW			
check range elements			
check element rings			
check bake element			
check broil element			
check oven racks			
check vent hood light/fan			
check garbage disposal			
clean/flush water heater 120 degrees			
check thermostat/temp.			
check W/D connections			
check washer supply			
check washer drain			
check dryer vent			

PLUMBING/ELECTRICAL			
STEP 2	COM	REP	ESO
check smoke alarm			
check GFI			
check breakers			
tighten breaker wires			
replace burned out bulbs			
check ceiling fan operation			
check outlets			
check switches			
check pull chains			
check kitchen sink			
check kitchen sink strainer			
check kitchen drains/clear			
check kitchen faucet			
check/repair valves			
check for leaks			
check kitchen aerator*			
check bath sinks			
check bath pop-ups			
check bath drains/clear			
check for leaks			
check bath faucets			
check bath aerator*			
check tub/tile			
check tub faucets			
check tub drains/clear			
check showerheads**			
check shower rods			
check ballcock***			
check/tight toilet seats			
check tank/lid/h2o level			

NOTE:
COM = completed
REP = replaced
ESO = employee sign-off

PLU	MBING/ELECTRI	CAL			
STE	P 2 (cont.)	(COM	REP	ESO
toile	t flapper				
air fi	lter				
caul	king worn or cracked				

GENERAL			
STEP 3	COM	REP	ESO
check door paint condition	COM	KEF	E30
check weather stripping			
check window operation			
check window screens			
check all blinds			
check door stops			
check attic access latch			
check all door operations			
check interior/closet doors			
check bath privacy locks			
check master bdrm locks			
check kitchen drawers			
check bathroom drawers			
check medicine cabinets			
check kitchen cabinets			
check bath cabinets			
check all other cabinets			
check all hinges/glides			
check closet shelves			
check switch plates			
check receptacle covers			
check fireplace flue			
clean/paint fireplace			
check stair rails/handrails			
check balcony/patio/storage			
check fire extinguisher			

WALLS/WOODWORK/CEILINGS						
STEP 4	COM	REP	ESO			
repair sheetrock						
check/repair moldings						
remove nails/hooks						
touch up or full paint						
paint ceiling if needed						
remove wallpaper/texture						
paint/finish cabinets						
paint baseboards						

CLEANING			
STEP 5	COM	REP	ESO
clean refrigerator interior			
clean refrigerator exterior			
clean floor under refrigerator			
clean dishwasher			
clean oven/stove			
replace drip pans			
clean under stove			
clean range hood			
clean hood filter			
clean sink/polish chrome			
clean light fixtures			
clean drawers			
clean floors			
clean windows in/out			
clean window tracks			
clean window sills			
clean blinds			
clean closet door tracks			
clean doors/frames/knobs			

CLEANING			
STEP 5 (cont.)	COM	REP	ESO
clean tub/showers			
clean shower door tracks			
clean all chrome			
clean toilets			
clean fixtures			
clean sinks			
clean medicine cabinet			
clean mirrors			
clean light fixtures			
clean all vents			
clean cabinets/drawers			
clean floors			
cleans ceiling fan			
sweep patio/storage			
sweep entry			

CARPET/VINYL				
STEP 6	С	OM	REP	ESO
clean carpet				
repair carpet				
replace carpet****				
replace kitchen vinyl				
replace bath vinyl				

LOCKS/KEYS			
STEP 7	COM	REP	ESO
change locks			
check peephole			
check passage set			
check strike plate			
check window latches			
check window locks			
check sliding door latch			
check sliding door pin			
check charlie bar			

COMMON AREAS			
STEP 8	COM	REP	ESO
check fire extinguisher			
remove weeds patio			
clean exterior cobwebs			
check outside lights			
check stairs for cracks			
check/paint handrails			

MOLD INSPECTION		
STEP 9	COM	ESO
check all susceptible areas		

BEFORE LEAVING APARTMENT				
STEP 10	COM	ESO		
vacuum/rake carpet				
spray air freshener				
turn off A/C & lights				
close blinds				
lock doors and windows				
leave Welcome Home card and/or				
move-in gift				

MAINTENANCE SUPERVISOR SIGN-OFF

COMMUNITY MANAGER SIGN-OFF