

AFFORDABLE HOUSING

Physical Inspection Checklist

Property Name	
Date	
Reviewer (print)	
Reviewer (sign)	
Maintenance (print)	
Maintenance (sign)	

	Item	Yes	No	N/A
1	Maintenance staff maintains a professional appearance (Name Tag & clean company shirt)			
2	Condition of rental office & bathrooms is well kept, elevators, laundry rooms and maintenance shop are clean			
3	Material Safety Data Sheets (MSDS) are available			
4	Proof of Elevator Maintenance if applicable			
5	Eye wash/washout is unobstructed and solutions have not expired.			
6	Inventory List reconciles to amount of inventory on shelves.			
7	Management is responding to work order requests timely based on average days from Work Order Reports.			
8	CAP projects are under way per schedule			
9	Property has adequate curb appeal and grounds are well maintained			

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	Item	Yes	No	NA
10	Mechanical equipment appears to be functioning properly and room is kept clean of debris, clutter free and secure.			
11	Daily pool log indicates daily maintenance is performed			
12	Light logs are kept current			
13	Smoke Alarm Log Checks are current			
14	Air Filter Log Checks are current			
15	Pools appear to be clear, free of cracks, and there are no tripping hazards on pool deck. Pool gate lock is functioning			
16	There is no standing or pooled water			
17	Common areas are free of trip hazards			
18	Door numbers, property signs and mailboxes are legible and free of damage			
19	Units have screens			
20	Fire equipment inspections have been performed			
21	Walls, soffits, awnings, fences, exterior lights and fixtures are in good condition			
22	Building does not have water damage and structures appear to be in good working order			
23	Parking areas, parking lot surfaces are sealed, no potholes & no oil spills			
24	ADA parking spaces are free of tripping hazards and have proper signage.			
25	Trash containers are clean, free of obstruction and are kept closed			

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