

# PROPERTY MANAGEMENT INSPECTION CHECKLIST



LOCATION	PREPARED BY	DATE

TASK / ITEM	CONDITION / DETAILS
-------------	---------------------

## HEATING & COOLING

RAISE AND LOWER THERMOSTAT TO ENSURE PROPER FUNCTION	
CHECK ALL VENTS / RADIATORS FOR PROPER FUNCTION	
ALLOW HEAT TO RUN AND SHUT OFF AUTOMATICALLY	
ALLOW A/C TO RUN AND SHUT OFF AUTOMATICALLY	
LOCATE COLD AIR RETURNS. CHECK FOR PROPER PLACEMENT	

## ELECTRICAL

TURN ON AND OFF ALL SWITCHES AND FIXTURES	
PLUG A RADIO OR LAMP INTO EACH OUTLET	
TEST DOORBELL	
CHECK THAT HEAVY DUTY LINES EXIST WHERE NEEDED	

## PLUMBING

TURN ON AND OFF ALL FAUCETS	
ALLOW WATER TO RUN FOR SEVERAL MINUTES	
CHECK DRAINAGE IN EACH BASIN	
CHECK FOR LEAKS AND DRIPS	

## WINDOWS

INSPECT ALL GLASS FOR BREAKS AND CRACKS	
OPEN AND CLOSE ALL WINDOWS	
CHECK FOR AIR LEAKS BY HOLDING A MATCH OR LIGHTER	
CHECK THAT SCREENS ARE IN GOOD CONDITION	
CHECK HARDWARE, LOCKS AND HINGES	

## DOORS

CHECK THAT ALL DOORS OPEN EASILY AND PROPERLY	
ENSURE LATCHES CATCH	
OPEN DOORS TO CHECK FOR PROPER STOPPER ALIGNMENT	
CHECK ALL DOOR LOCKS FOR FUNCTIONALITY	
CHECK FOR GAPS UNDER DOORS AT THRESHOLDS	

BEDROOM 1	
WALLS	
FLOORS	
WINDOWS	
CLOSET INTERIOR	
CLOSET DOORS	
ELECTRICAL	
OVERHEAD LIGHTING / FANS	
BEDROOM 2	
WALLS	
FLOORS	
WINDOWS	
CLOSET INTERIOR	
CLOSET DOORS	
ELECTRICAL	
OVERHEAD LIGHTING / FANS	
LIVING ROOM	
WALLS	
FLOORS	
WINDOWS	
ELECTRICAL	
OVERHEAD LIGHTING / FANS	
KITCHEN	
INSPECT CABINETRY FIXTURES AND FINISHES	
INSPECT COUNTERTOPS FOR CRACKS AND SCRATCHES	
CHECK CABINETRY FOR STURDY SHELVING AND HINGES	
CHECK DRAWERS FOR SMOOTH OPENING AND CLOSING	
CHECK APPLIANCE FUNCTIONALITY AND PROPER HOOK-UPS	
WALLS	
FLOORS	
WINDOWS	
BATH	
ALLOW SHOWERS / TUB FIXTURES TO RUN	
CHECK FOR PROPER FLOW AND TEMPERATURE	
ALLOW WATER TO "PUDDLE" TO CHECK FOR PROPER DRAINAGE	
CHECK BASINS FOR CHIPS / CRACKS	
FLUSH TOILETS	

	CHECK THAT TOILETS ARE PROPERLY SET FOR SAFETY AND LEAKS	
	CHECK CABINETS, CLOSETS, AND FLOORS FOR MOISTURE	
	WALLS	
	FLOORS WINDOWS	
<b>BONUS ROOM</b>		
	WALLS	
	FLOORS	
	WINDOWS	
	CLOSET INTERIOR	
	CLOSET DOORS	
	ELECTRICAL	
	OVERHEAD LIGHTING / FANS	
<b>HALLWAYS</b>		
	WALLS	
	FLOORS	
	WINDOWS	
	ELECTRICAL	
	OVERHEAD LIGHTING / FANS	
<b>EXTERIOR, PORCHES, AND DECKS</b>		
	CHECK SIDING / BRICK FOR CONDITION AND EVEN COVERAGE	
	CHECK SIDING / BRICK FOR APPEARANCE	
	CHECK GUTTERS, DOWNSPOUTS, AND DRAINAGE AREAS	
	CHECK SIDEWALKS, PORCH AND PATIO FLOORS FOR CRACKS	
	ENSURE STURDINESS OF ALL RAILINGS	
	CHECK FOR LOOSE / EXPOSED NAILS AND SCREWS	
	CHECK STURDINESS OF PORCHES AND DECKS	
<b>ATTIC AND BASEMENT</b>		
	CHECK FOR MOISTURE / MOLD	
	INSPECT WALLS, FLOORS, AND CEILINGS FOR WATER DAMAGE	
	INSPECT ALL HVAC SYSTEMS	
	CHECK VENTILATION SYSTEM ELEMENTS	
	INSPECT FOR SIGNS OF INFESTATION	
<b>GARAGE AND ADDITIONAL STRUCTURES</b>		
	INSPECT DOORS	
	ENSURE THAT ANY REMOTE DOOR OPENERS ARE AVAILABLE	

	ASK ABOUT ANY LOCK CODES	
	CHECK FLOORS FOR CRACKS AND PROPER DRAINAGE	

**MISCELLANEOUS**

	ALL SMOKE / CO2 DETECTORS	
	ANY SECURITY SYSTEMS	
	INTERCOMS	

**ADDITIONAL COMMENTS**

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.