

Bedroom Two

- Check for water marks/holes on ceiling and/or walls
- Check for missing or loose cove base
- Make sure light switches have covers and work properly
- Check light bulbs are covered and working
- Check receptacles covers not cracked, no voids and no missing screws
- Check window for cracks/holes in window screen
- Check window seal is good/opens/closes/locks and is not obstructed
- Check that bedroom door latches
- Check that closet doors latch

Pass	Fail	Notes:

Bathroom

- Check towel rack
- Check toilet paper holder
- Check light switch/light
- GFI tests and resets
- Check for leaks under sink
- Check that the sink holds water
- Check sink caulking
- Check that the bathtub holds water
- Check that diverter puts water to shower head
- Flush toilet
- Check for cracked floor tile
- Check cove base
- Check for water marks/holes on ceiling and/or walls
- Check that bathroom door latches
- Accessible Unit must have bathroom sink drain insulated

Closets

- Check cove base
- Check water marks/holes on ceiling and/or walls
- Check that light works & has covering without cracks
- Check that light has nothing within ___ inches (as per local Fire Dept.)

Breaker Box

- Check to ensure that all voids are covered by blanks
- Nothing should be obstructing the door/door latches

Emergency Pull Cords

- Must be hanging straight down within one inch of floor
- Check panel to ensure each pull cord sets off light

Smoke Detectors – Test to make sure they are working

Mold and/or Mildew – Check for presence

Sprinkler Heads/Escutheons – Check for dirt/paint/cob webs

Other Issues:

Housing Manager's Signature

Date

Tenant Signature

Date

Tenant Signature

Date