ANNUAL APARTMENT INSPECTION CHECKLIST

Apt. # Head of Household:		Con	nplex:
Entrance Door – Fire Door	Pass	Fail	Notes:
Entrance door must self close and latch must catch striker plate			
Any holes found in door must be filled	-		
Ensure door knocker is secure			
Door function must not be impeded by insulation devices or hangers			
Hallway Entrance			
Check for water marks/holes on ceiling and/or walls	-		
No missing or loose cove base			
Closet doors must operate properly			
Check that all lights are working and that covers are without defects			
Kitchen			
Check for water marks/holes on ceiling and/or walls			
No missing or loose cove base	-		
Check that all lights are working and that covers are without defects			
Check to ensure all burners on stove top work and that oven works			
Make sure grease is not accumulating in stove top drip pans			
No aluminum foil used to cover drip pans on stove top/no foil or			
flammable items stored in oven			
Exhaust fan works/range hood light works/cover and filters are present			
No loose or missing stove knobs/Anti-Tip device installed & engaged			
All upper and lower cabinet doors are secure			
GFI's will test and reset			
Refrigerator and freezer seals are good			
Accessible Unit has kitchen sink drain insulated			
Sink spray attachment works properly			
Living room			
Check for water marks/holes on ceiling and/or walls			
No missing or loose cove base			
Make sure light switches have covers and work properly			
Ensure cover plates are not broken, have no voids or missing screws			
Check light bulbs are covered and working			
Check window for cracks/holes in window screen			
Check window seal is good/opens/closes/locks and is not obstructed			
Check HVAC and filter			
Bedroom One			
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			

<u>Bedroom Two</u>	Pass	Fail	Notes:
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			

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

<u>Closets</u>

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

<u>Smoke Detectors</u> – Test to make sure they are working <u>Mold and/or Mildew</u> – Check for presence <u>Sprinkler Heads/Escutheons</u> – Check for dirt/paint/cob webs

Other Issues:

Housing	Manager's	Signature
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Date

Tenant Signature

Date

Tenant Signature

Date

Revised 4/2021