

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

Pass	Fail	Notes:

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

<u>Other Issues:</u>

Housing Manager's Signature

Date

Tenant Signature

Date

Tenant Signature

Date