

Apartment Turnover Checklist

- | | |
|---|--|
| <p>_____ CHANGE LOCK</p> <p>_____ CHECK SWITCHES & OUTLETS</p> <p>_____ CAULK AROUND WINDOWS</p> <p>_____ CHECK SCREENS</p> <p>_____ CLEAN REF. COILS</p> <p>_____ CLEAN REF. EVAPORATOR PAN</p> <p>_____ CHECK RANGE ELEMENTS</p> <p>_____ TIGHTEN REF. HANDLES</p> <p>_____ CHECK EXHAUST FANS</p> <p>_____ TIGHTEN TOWEL RACKS</p> <p>_____ TIGHTEN TOILET PAPER HOLDER</p> <p>_____ CHECK FLAPJACKS</p> <p>_____ REPLACE CHIPPED SINKS</p> <p>_____ CLEAN FURNACE DOOR</p> <p>_____ CHECK THERMOSTAT</p> <p>_____ CHANGE SMOKE ALARM BATTERY</p> <p>_____ CHECK EMERGENCY DEVICES</p> <p>_____ CHECK DOOR STOPS</p> <p>_____ STRETCH STAIR CARPET</p> <p>_____ INSTALL SHOE MOLD AT TUB</p> <p>_____ INSTALL MINI-BLINDS</p> <p>_____ WASH DRAPES</p> <p>_____ REPLACE COMMUNE SEAT</p> <p>_____ REMOVE CAULK FROM COMMUNE BASE</p> | <p>_____ CHECK WEATHER STRIP</p> <p>_____ STRETCH CARPETS</p> <p>_____ CHECK WINDOWS</p> <p>_____ CHECK LIGHT FIXTURE</p> <p>_____ REMOVE/CLEAN REF GRILLE</p> <p>_____ REPLACE DRIP PANS</p> <p>_____ CHECK SPRAYER NOZZLE</p> <p>_____ CHECK SINK STOPERS</p> <p>_____ CHECK DRAINS FOR CLOGS</p> <p>_____ TIGHTEN SOAP DISH</p> <p>_____ CHECK FOR LEAKS & DRIPS</p> <p>_____ CAULK TUB</p> <p>_____ INSTALL LEGS 1/2 BATH</p> <p>_____ CLEAN A/C COILS</p> <p>_____ CHANGE FILTER</p> <p>_____ CLEAN AROUND W. HEATER</p> <p>_____ CHECK BREAKER BOX</p> <p>_____ CHECK HANDICAP DEVICES</p> <p>_____ CHECK STAIR HANDRAIL</p> <p>_____ EXTERMINATE</p> <p>_____ INSTALL SHOE MOLD PATIO</p> <p>_____ CLEAN WINDOW TRACKS</p> <p>_____ CLEAN CARPET</p> <p>_____ CLEAN ALL VENT COVERS</p> |
|---|--|

(Additional information on reverse side of form)

Property

Date

Maintenance

Apartment inspected and approved for occupancy.

Manager

Clean Bathroom

Commode – Remove for vinyl installation

Sink

Tub

Medicine Cabinet

Check Caulking

Clean Closets

Around Water Heater

Clean Kitchen

Range Top

Oven

Hood & Vent

Pull out range, clean around & behind it

Clean Cabinets inside & out

Check for water leaks, all plumbing

Clean Refrigerator

Inside

Pull out, clean around & behind it

Check gaskets

Clean condensation drip pan – check for holes in pan (replace if necessary)

Clean Windows

Patio Doors

Clean Tracks – lubricate with furniture polish

Replace Mini Blinds – make sure center support is installed and use new end supports

Check All Screens – replace screening if needed

Clean Light Fixtures

Ceiling Fans

Replace bulbs if needed

Clean Patios

Light Fixtures

Balconies

Breezeways

Launder Drapes

Clean Louvered Doors

Paint

Remove all switch plates, put in water to clean - remove any paint from receptacles

Walls & ceilings

Doors, if needed - if paint not needed, wash doors & facings

If doors painted, remove door hardware and clean

Sweep & Mop all vinyl floors

Check Smoke Detectors

Remove all cleaning supplies, etc. before call for Carpet Shampoo

Turn off all lights each time you leave an apartments