MODEL CHECKLIST

Use Pre-Inspection Checklist for Resolving Last-Minute Problems

Here's a checklist that you or your site's maintenance staff can use to look for and fix last-minute problems before your HUD inspection. You can adapt the checklist for use at your site. As you go through each area, check off any items that passed inspection to start with or that you fixed during the walk-through. When you find an item that you can't take care of until after the walk-through, red circle the checkbox next to it. Check off these red-circled items as you or other staff members complete repairs. Keep the completed checklists on file.

QUICK PRE-INSPECTION CHECKLIST

SITE AND BUILDING _____

INSPECTED BY _____ DATE _____

INSTRUCTIONS: Use this checklist of last-minute items to help prepare for our upcoming HUD inspection. As you walk through the site, check off items that pass inspection or that you took care of during the walk-through. When you find an item that you can't take care of until after the walk-through, red circle the checkbox next to it. Check off these red-circled items as you or other staff members complete repairs. You should complete the "site interior" checklist for all applicable areas, including the lobby, office, community rooms, basements, storage areas, laundry room, common area kitchens, halls and stairs, other common areas, and vacant or inspectable units. Do not use this checklist as a substitute for our more thorough regular self-inspection. Use it only as a last-minute check for easy-to-fix inspection violations.

GROUNDS/BUILDING EXTERIOR

FRONT	BACK	
		Overgrown vegetation/tree branches trimmed
		Puddles mopped up
		Litter/garbage picked up
		Graffiti removed/spot painted
		Lightbulbs replaced

SITE INTERIOR

LOBBY	OFFICE	COMMUNITY ROOM	BASEMENT/STORAGE	LAUNDRY ROOM	HALLS/STAIRS	OTHER COMMON AREAS	VACANT/INSPECTABLE UNITS	
								Puddles mopped up
								Litter/garbage picked up
								Graffiti removed/spot painted
								Lightbulbs replaced
								Exit doors/windows unblocked
								Fire exits/escapes unblocked
								Electrical panels unblocked
								Electrical switchplates/outlet covers intact
								Furnace/electrical rooms cleared of storage, other obstructions
								Water heater pressure/temperature checked and adjusted
								HVAC alignments checked and corrected
								Ground fault interrupters (GFIs) reset
								Leaky faucets fixed
								Running/clogged toilets fixed
								Sinks/tubs unclogged
								Smoke detectors checked/batteries changed