

CHECKLIST #1: PROPERTY SITE INSPECTION

- Interior privacy fences are not damaged and work as intended.
- Privacy or security fences around site perimeter work as intended and are no threat to life and safety.
- Security fences do not have any holes in them that are larger than 6 inches by 6 inches.
- Erosion from rain water has not caused any deep ruts in lawns or landscaped areas.
- Vegetation has not damaged any gutters, siding, building structures, or building components.
- Vegetation has not blocked any accessible travel routes along sidewalks or parking areas (including noxious/poisonous vegetation).
- Water runoff does not accumulate deeper than 3 to 5 inches and does not negatively affect yards.
- All mailboxes designated for resident use can open, close, and lock securely.
- There are no signs that are so damaged, vandalized, or deteriorated that they cannot be read.
- There is no graffiti painted on property buildings or site amenities.
- There is no excessive litter scattered around the site.
- There are no cracks greater than 3/4-inch wide in parking lots, driveways, and roads.
- There is no ponding of water or ice deeper than 3 inches in parking lots, driveways, and roads.
- There are no potholes or loose paving materials that have caused the pavement to fail.
- The sub-base paving materials have not failed and caused the pavement to heave or settle.
- The on-site play equipment or sitting benches operate as intended and pose no safety risk.
- There are no deteriorated play area surfaces such as pavement or concrete slabs.
- The Dumpster enclosures are not leaning and work as intended.
- The waste containers are large enough to handle the waste demand and are emptied as needed. No overflowing trash is observed.
- Retaining walls show no signs of deterioration and function without risk to life or safety.
- Storm drains are structurally sound, are not blocked by debris, and do not cause backups.
- The handrails and posts on steps containing four or more risers are installed and are not damaged or loose.
- Sidewalks do not have cracks in them deeper than 3/4 inches or more.

CHECKLIST #2: BUILDING EXTERIOR INSPECTION

- Exterior doors have properly functioning frames, thresholds, locks, and trim. Doors close, latch, and lock as intended.
- Panic hardware, if available, functions as intended.
- Doors are free from holes, cracking, peeling paint, significant rust, and broken glass.
- Storm doors, if available, are working as intended.
- Exterior doors have good weather stripping and no light can pass through when door is closed.
- There are no foundation cracks or gaps.
- No concrete footings are exposed due to erosion.
- Exterior light fixtures are not missing or broken, and light fixtures have globes.
- Roof drains, if available, are clear and able to remove rainwater.
- Soffits and fascia boards are intact and no rainwater is able to pass behind them.
- Roof vents are not damaged or missing.
- Roof surfaces or other roof components are not damaged and do not allow water to pass behind them.
- Gutters and downspouts are not damaged or missing parts. They can drain rainwater as intended.
- Roof shingles are intact and not missing tabs.
- Water does not pond on flat roofs.
- Exterior walls are free of gaps, cracks, or holes that allow water penetration.
- Chimneys are whole and intact. There are no missing sections.
- Siding is free of holes or missing sections. Sided areas repel rainwater as intended.
- Brick walls do not have any missing mortar or bricks.
- Exterior walls do not have excessive cracking or peeling paint.
- Windows are whole and have no broken or cracked glass.
- Window seals and trim are complete and do not allow rainwater behind them.
- Windows, if made of wood, do not have any missing or cracked paint.
- Insulated glass windows have not lost their seals, and condensation or discoloration is not present between the glass panes.
- Outdoor electrical panel boxes and disconnect boxes are secure and show no bare wires.
- All outdoor GFI receptacles are covered from weather and can properly TEST and RESET.
- Egress windows are not blocked by landscaping on the ground level.

CHECKLIST #3: BUILDING SYSTEMS INSPECTION

Building Systems generally refer to single components or systems that serve all residents in a building. They do not include fixtures in individual apartment units or common areas. Building Systems may include boilers for heating water for heat and hot water for human consumption throughout the building. This category may include air conditioning systems that serve the entire building, or electrical systems that safely provide electrical power throughout the building. It will include all passenger elevators and standby/backup equipment intended to supply illumination or power during utility outage. It also includes the fire protection and exit systems for the buildings.

- There are no leaking water lines coming from water pipes or water heaters.
- The ventilation system on a gas-fired water heater is not misaligned.
- The pressure relief valve on the central water heating system is not missing and with drain pipe extends to within 18 inches of the floor, or to an exit drain or a collection pan.
- The water heater chimney, if gas-fired, shows no sign of flaking, discoloration, crevices, or loose connection.
- There is running water in all areas of the building as intended.
- The building's electrical panel is not blocked.
- There are no carbon residue, melted breakers, or arcing scars in electrical panels.
- There are no nicks or fraying of the insulation that expose any conducting wire.
- There are no open breaker ports in the electrical panel.
- There are no missing electrical panel covers that result in exposed electrical connections.
- The elevator operates as intended.
- Auxiliary lighting tests and functions as intended.
- Current records are available for emergency power generators.
- Roof exhaust fans operate as intended.
- Sprinkler heads are not missing, visibly disabled, painted over, blocked, or capped.
- Building fire extinguishers are fully charged and are not missing or damaged.
- Boilers/pumps for steam or water building heating systems function as intended, with no visible signs of leaking.
- There are no leaks in or around sanitary sewer pipes or systems.

CHECKLIST #4: COMMON AREA INSPECTION

Common Areas generally refer to community rooms, food preparation areas, fitness rooms, meeting rooms, examination rooms, craft rooms, libraries, computer rooms, parking garages, halls, stairs, kitchens, laundry rooms, lobbies, offices, other community spaces, pools and related structures, restrooms, storage areas, and trash collection areas. These are areas that residents and visitors may visit or congregate in. Some of the above-mentioned areas may not be available at your site.

- Stove burners and oven elements work as intended.
- Range hood lights and exhaust fans work as intended.
- Refrigerator has good seals, is cooling and freezing adequately, and has no build-up of ice in freezer.
- Garbage disposals function as intended.
- Hot water is available in sinks.
- Sinks are free from leaks. There are no leaks visible under the sink base cabinets or vanities.
- Cabinet and vanity tops, drawers, and doors are intact and without blemishes.
- GFI receptacles TEST and RESET as intended.
- Flooring is complete and functioning as intended. There are no trip hazards. Subfloor is not visibly damaged in any areas.
- Receptacle and light switch covers and fixtures are whole and without cracks.
- Ceilings and walls are clear of holes and mold/mildew.
- Doors open and close (latches) as intended.
- Exhaust fans operate as intended.
- Toilets flush and empty as intended. Toilet seats are usable. Bowls are not cracked and retain water.
- Hardware is operating. No visible water at base of toilets.
- Faucets work as intended without leaks.
- Windows are not broken and are lockable.
- Dryer vents are not missing, blocked, or determined to be inoperable.
- Stairs do not have any broken, loose, or missing steps. Handrails are not missing or loose.
- Interior and exterior light fixtures are intact and working.
- Smoke detectors are functioning as intended.
- Exterior doors operate as intended. Locks and hardware operate as intended. Doors do not have holes, significant cracks, peeling, rust that affects the integrity of the doors, or broken or missing glass. Door seals are not missing or so damaged that they do not function as they should.
- Mailboxes can open, close, and lock as intended.
- Heating and cooling systems are operating as intended.
- Fencing, rails, and balusters are not loose, damaged, or missing.
- Trash chute doors and associated hardware work as intended and pose no health or safety risks.
- Common area hallways are at least 36 inches wide.
- Routes to outside common areas are accessible to wheelchairs, including curb cuts and ramps.
- There is no graffiti on building surfaces or amenities.
- Water heaters are not leaking and do not have any exposed wiring that may cause shock hazards.
- Electrical panels are inspectable and do not have any exposed wiring that may cause shock hazards.
- Drinking water fountains do not leak and work as intended.
- Recycling bins and trash containers are not overflowing.

CHECKLIST #5: DWELLING UNIT INSPECTION

KITCHEN

- Stove burners and oven element work as intended.
- Range hood light and exhaust fan work as intended.
- Refrigerator has good seals, is cooling and freezing adequately, and has no build-up of ice in freezer.
- Garbage disposal functions as intended.
- Kitchen faucet works as intended without leaks.
- Hot water is available as facility requires.
- Sink is free from leaks. There are no leaks visible under the sink base cabinet.
- Cabinet tops, drawers, and doors are intact and without blemishes.
- GFI receptacles TEST and RESET as intended.
- Kitchen flooring is complete and functioning as intended. There are no trip hazards.
- Receptacle and light switch covers and fixtures are whole and without cracks.
- Ceiling and walls are clear of holes and mold/mildew.

BATHROOMS

- Bathroom door opens, closes, and latches as intended.
- GFI receptacles TEST and RESET as intended.
- Exhaust fan operates as intended.
- Toilet flushes and empties as intended. Toilet seat is usable. Bowl is not cracked and retains water. Hardware is operating. No visible water is at base of toilet.
- Bathroom faucet works as intended without leaks.
- Bathroom sink drains as intended and does not leak. There are no leaks visible under sink base.
- Tub/shower unit faucet and hardware work as intended. There are no leaks from faucet.
- Tub/shower does not have cracks or discoloration. Tub/shower retains water and drains as intended.
- Receptacle and light switch covers and fixtures are whole and without cracks.
- Bathroom flooring is complete and functioning as intended. There are no tripping hazards.
- Vanity top, doors, and drawers are intact and without blemishes.
- Ceiling and walls are clear of holes and mold/mildew.

BEDROOM

- Bedroom door opens, closes, and latches as intended.
- Egress windows open and stay open.
- Windows are not broken and are lockable.

- Bedroom flooring is complete and functioning as intended. There are no trip hazards.
- Receptacle and light switch covers and fixtures are whole and without cracks.
- Ceiling and walls are clear of holes and mold/mildew.
- Closet door opens, closes, and latches as intended.

LAUNDRY ROOM

- Dryer vent is not missing, blocked, or determined to be inoperable.
- Receptacle and light switch covers and fixtures are whole and without cracks.
- Water faucets do not leak.
- Ceiling and walls are clear of holes and mold/mildew.
- Flooring is available and functioning as intended.

APARTMENT COMMON AREAS

- Receptacle and light switch covers and fixtures are whole and without cracks.
- Ceiling and walls are clear of holes and mold/mildew.
- Interior stairs do not have any broken, loose, or missing steps. Handrails are not missing or loose.
- Flooring is complete and functioning as intended. There are no trip hazards.
- Windows are not broken and must be lockable.
- Permanent light fixtures are intact and working.
- Electrical panel does not have any visible wiring or damage. There are no burnt breakers. Electrical panel has clear access. There are no stains or rust inside the box. Electrical panel does not have a missing cover or port.
- Water heater is functioning as intended. Pressure relief valve is piped within 18 inch maximum off the floor. There are no visible water leaks. Covers are secured over the heating elements. If gas burning, the exhaust chimney is aligned correctly. No flammable materials are on or against gas water heater.
- Smoke detectors are functioning as intended.
- Call-for-aid systems are functioning as intended.
- Heating and cooling systems are functioning as intended. Baseboard heaters are not damaged and do not allow contact with heating surface elements and associated fans. There is no visible water dripping from the heating and cooling equipment.
- Exterior doors operate as intended. Locks and hardware operate as intended. Doors do not have holes, significant cracks, peeling, rust that affects the integrity of the door, or broken or missing glass. Door seals are not missing or so damaged that they do not function as they should.