# Apartment maintenance checklist

The whole building

## 01 The visit

Building and unit

Date

Checked by (printed name)

## 02 Monthly: common areas, life safety and grounds

11 checks

| CHECK | OK | FAIL | NOTE |
|---|---|---|---|
| Stairs and exits: Treads, handrails, lights; nothing stored | ☐ | ☐ | |
| Exit signs and emergency lights: 30-second test on battery | ☐ | ☐ | |
| Fire extinguishers: In place, gauge green, pin and seal, tag | ☐ | ☐ | |
| Corridor and stair doors: Close and latch on their own | ☐ | ☐ | |
| Fire alarm panel: Reads normal | ☐ | ☐ | |
| Laundry room: Lint traps, dryer ducts, floor drain, outlets by the sink | ☐ | ☐ | |
| Boiler and mechanical rooms: No storage, no leaks, readings normal | ☐ | ☐ | |
| Trash area: Clean, lids close | ☐ | ☐ | |
| Outside lights: Walk after dark: entries, paths, parking | ☐ | ☐ | |
| Walkways and parking: Trip edges, potholes, drainage | ☐ | ☐ | |
| Balconies and outdoor stairs, from below: Rails, posts, supports | ☐ | ☐ | |

## 03 Seasonal and quarterly: building systems and the outside

9 checks

| CHECK | OK | FAIL | NOTE |
|---|---|---|---|
| Spring and fall: Roof, gutters and downspouts | ☐ | ☐ | |
| Spring: Cooling started on shared equipment | ☐ | ☐ | |
| Spring: Irrigation on; backflow preventer tested | ☐ | ☐ | |
| Spring: Winter damage to paving, steps and railings | ☐ | ☐ | |
| Fall: Heating start-up by a licensed technician | ☐ | ☐ | |
| Fall: Hose bibs drained; heat trace on | ☐ | ☐ | |
| Fall: Entry door weatherstripping; snow contract; salt | ☐ | ☐ | |
| Quarterly: Sump and ejector pumps: lift the float | ☐ | ☐ | |
| Quarterly: Drain stacks in older buildings | ☐ | ☐ | |

## 04 Inside every unit, on a schedule

9 checks

| CHECK | OK | FAIL | NOTE |
|---|---|---|---|
| Smoke alarms: press test, read the date | ☐ | ☐ | |
| CO alarms, where there is a fuel-burning appliance or an attached garage | ☐ | ☐ | |
| Heating and cooling filter | ☐ | ☐ | |
| Under sinks, around the toilet and water heater | ☐ | ☐ | |
| Water heater relief valve discharge pipe | ☐ | ☐ | |
| Outlets near sinks: press Test, then Reset | ☐ | ☐ | |
| Entry door and windows | ☐ | ☐ | |
| Space heaters | ☐ | ☐ | |
| Pests and mold | ☐ | ☐ | |

## 05 Defects and sign-off

**Defects found, or no defects**

**Work orders written**

**Signature**