Make ready checklist

Apartment turnovers

01 The visit

Building and unit

Date

Checked by (printed name)

02 Entry and living areas

7 checks

CHECK	OK	FAIL	NOTE
Entry door opens, closes and latches; weatherstrip and threshold intact	☐	☐	
Deadbolt and knob lock from both sides; door viewer clear	☐	☐	
Walls and ceilings	☐	☐	
Floors	☐	☐	
Lights, switches and outlets; cover plates on	☐	☐	
Closet doors and shelves	☐	☐	
Blinds	☐	☐	

03 Kitchen and appliances

9 checks

CHECK	OK	FAIL	NOTE
Refrigerator on an appliance thermometer after a few hours closed	☐	☐	
Range: each burner, oven bake and broil; knobs present	☐	☐	
Range anti-tip bracket	☐	☐	
Dishwasher: run a short cycle	☐	☐	
Sink, faucet and disposal; look under the sink	☐	☐	
Range hood fan and light	☐	☐	
Cabinets and drawers	☐	☐	
Countertop, backsplash and sink caulk	☐	☐	
GFCI outlets near the sink: press Test, then Reset	☐	☐	

04 Bathrooms

8 checks

CHECK	OK	FAIL	NOTE
Toilet: flush three times, check the base and tank	☐	☐	
Sink, tub and shower: flow, drains, hot water	☐	☐	
Hot water temperature at the tap, on a thermometer	☐	☐	
Caulk and grout around the tub or shower	☐	☐	
Exhaust fan (hold a tissue to the grille)	☐	☐	
GFCI outlet	☐	☐	
Mirror, cabinet, towel bars, grab bars where fitted	☐	☐	
Floor around the toilet and tub	☐	☐	

05 Bedrooms and closets

4 checks

CHECK	OK	FAIL	NOTE
Door closes and latches; privacy lock if fitted	☐	☐	
Windows open, stay open and lock; screens intact	☐	☐	
A bedroom window that serves as the emergency way out	☐	☐	
Outlets, lights and closet	☐	☐	

06 Heating, cooling and water heater

6 checks

CHECK	OK	FAIL	NOTE
Heat: run it until every room warms	☐	☐	
Cooling: supply air clearly cooler than the room	☐	☐	
Filter replaced, with the date written on the frame	☐	☐	
Condensate drain and pan	☐	☐	
Thermostat responds; batteries new	☐	☐	
Water heater in the unit: fittings, relief valve discharge pipe, the space around it	☐	☐	

07 Smoke and carbon monoxide alarms

3 checks

CHECK	OK	FAIL	NOTE
Each smoke alarm: press the test button; read the date of manufacture on the back	☐	☐	
Each carbon monoxide alarm, in units with fuel-burning appliances or an attached garage	☐	☐	
Test written down: date, unit, alarm, who tested	☐	☐	

08 Windows, doors and locks

4 checks

CHECK	OK	FAIL	NOTE
Every window: lock, balance, screen, glass	☐	☐	
Patio or balcony door: slides, locks, security bar	☐	☐	
Balcony railing	☐	☐	
Exterior door locks rekeyed or cylinders changed; new keys and mailbox key logged	☐	☐	

09 Final walk

6 checks

CHECK	OK	FAIL	NOTE
Every line above passed, or has an open work order with a date	☐	☐	
Clean throughout, including inside appliances, cabinets, light fixtures and window tracks	☐	☐	
Photos of every room for the move-in record	☐	☐	
Utilities on, thermostat set, hot water at the taps	☐	☐	
Keys, fobs and remotes counted	☐	☐	
Signed off by someone who did not do the work	☐	☐	

10 Readings

READING	°F	NOTE
Refrigerator, after a few hours closed: 40°F or below		
Freezer: 0°F or below		
Hot water at the tap: 120°F or below from the unit's own heater		

11 Defects and sign-off

Defects found, or no defects

Work orders written

Technician signature

Final walk by (not the technician), signature and date