

## APARTMENT INSPECTION CHECKLIST

### BEDROOMS:

- Should contain the following items per resident: bed, 2 dressers, file cabinet, wardrobe with mirror, desk, desk chair, trash can.
- Chair, desks, wardrobe, file cabinet and dressers – in good condition – no dents, cuts, markings, stains, and are dusted.
- Room is empty – check all drawers and wardrobe.
- Carpet – vacuumed, no stains or rips (check carpet under desk and bed).
- Door, door frame – check both sides of doors, scratches, dings, tape, check door knob and locks, need cleaning? no mirror attached.
- Ceiling & Walls – holes, paint chips, how many, how big, where, hooks, marks, tapes, fluorescent paint, water stains?
- Bed and Mattress in good condition – no stains or rips, frame is solid.
- Surge Protector – present, working.
- Computer/phone jack/outlet/ plates – not damaged or cracked.

### KITCHEN AREA:

- Clean – counters wiped down, floor swept/mopped.
- PCV:** Bar Stools – clean, no stains, holes, 3 stools present. Extra cabinet for ADA Kitchens present and clean.
- CV:** Dining room table and chairs – clean, undamaged, four chairs present.
- Cutting boards – present and clean on both sides.
- Sink – stopper in sink, clean, unstained, unscarred, in working order.
- CV:** Garbage disposal – test to see that it works.
- Stove – clean surface, broiler pan present, inside of oven clean.
- Microwave – clean, works (push button to test), turntable and metal rack present.
- Refrigerator – freezer and fridge are clean, check drawers, check plastic door guards, ice cube trays.
- Cabinets & Pantry – check that they are empty and clean.
- Floor – tiles are in tact and not peeling.
- Fire extinguisher – on wall.
- Cleaning bucket – under sink or in closet.
- Trash/recycling cans – clean and placed under sink or in closet.
- Outlet plates – not damaged or cracked.

### HALLWAYS:

- Outlet plates – not damaged or cracked.
- Ceiling & Walls – holes, paint chips, how many, how big, where, hooks, marks, tapes, fluorescent paint, water stains?
- Floor – no markings, pulled up tiles, or other damages.

### BATHROOMS:

- Green basket and trash can present and clean.
- Clean – floor mopped, sink/bathtub/toilet are clean.
- Floor tiles are in tact and not peeling.
- Ceiling & Walls – holes, paint chips, how many, how big, where, hooks, marks, tapes, fluorescent paint, water stains?
- Light switch, and towel rods have no damage.
- Medicine cabinet is empty and clean.
- Shower curtain and toilet plunger are present and not damaged.
- Mirrors are clean, secure and not cracked.

### LIVING ROOM:

- PCV** should contain: 1 Sofa, 1 lounge chair w/ rolling ottoman (2 in 5 & 6 person apt.), 2 floor lamps with shades, end table, and one coffee table, television mounting bracket, 1 entertainment center (5 person apt).
- CV** should contain: loveseat, 2 lounge chairs, 2 lamps, 2 end tables, and 1 coffee table. (6 in Suite Style Apartment)
- Furniture in good condition – no dents, cuts, markings, etc.
- Cushions – check for cuts, stains, and anything beyond wear and tear.
- Floor – tiles are in tact and not peeling.
- Windows – locks function, curtains in good shape, leave curtains open.
- Computer/phone jack/outlet plates – not damaged or cracked.
- Telephone – Is it there? Cords present, damaged? Dial tone?
- Wireless Device (WiFi) present and not damaged.

### ALL ROOMS:

- Empty of personal items.
- Main door knob – service request if loose.
- Thermostat – Broken, loose?, thermostat is OFF.
- Window screens are attached to all windows, holes, torn, bent or broken frame, clean?
- Window, locks and blinds - locks function and blinds are in working order (not bent, cords are not frayed, clean and should be left up), window sill is dusted, glass cracked? Clean, does it open? (**PCV: Security bars are in place.**)
- Vacuum cleaner, mop, broom and dustpan present.
- Emergency Evacuation Signs – attached to back of doors? Marked or altered?
- Smoke Detectors – are they there? Damaged?
- Ceiling & Walls – holes, paint chips, how many, how big, where, hooks, marks, tapes, fluorescent paint, water stains?
- Light switch and ceiling light undamaged, working, bulb missing?
- Door, door frame – check both sides of doors, scratches, dings, tape, check door knob and locks, need cleaning? No mirror attached.
- Outlet plates – not damaged or cracked.