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 knobs 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.