

Exercise 8: Unit Turnover Checklist

Scheduling		Submitted to Maintenance by on	
Unit No.	Termination Date	Move-Out Date	
Painters on	Carpet Cleaners on	Extermination on	
Date Completed	Move-in Date	Employee Initials	
Mechanical			
<input type="checkbox"/>	Check that air conditioner units are operative.		
<input type="checkbox"/>	Check heaters for proper operation.		
Appliances			
<input type="checkbox"/>	Set oven to required temperature for cleaning.		
<input type="checkbox"/>	Check operation of disposal by running with ice cubes and water.		
<input type="checkbox"/>	Soak refrigerator and stove parts as needed.		
<input type="checkbox"/>	Remove refrigerator condensate pan, wash and return to unit.		
<input type="checkbox"/>	Wash refrigerator inside and out.		
<input type="checkbox"/>	Wash refrigerator and stove parts.		
<input type="checkbox"/>	Clean stove top and ovens.		
<input type="checkbox"/>	Reassemble stove and refrigerator.		
<input type="checkbox"/>	Make sure stove and refrigerator are operating properly.		
<input type="checkbox"/>	Set refrigerator to lowest temperature.		
<input type="checkbox"/>	Check stove and pilot lights. Light as needed.		
<input type="checkbox"/>	Clean hood fan and filter.		
<input type="checkbox"/>	Clean dishwasher.		
Electrical			
<input type="checkbox"/>	Clean light fixtures and shades		
<input type="checkbox"/>	Clean all switch and outlet plates		
<input type="checkbox"/>	Check door bell.		
<input type="checkbox"/>	Clean bath light.		
Plumbing			
<input type="checkbox"/>	Check kitchen sink, bath tub + shower faucets for proper operation. Replace parts as needed.		
<input type="checkbox"/>	Replace toilet seats, if needed.		
<input type="checkbox"/>	Check all G.F.I. Outlets.		
<input type="checkbox"/>	Clean sinks, toilets, baths, showers, tiles.		
Windows, Patios, Porches			
<input type="checkbox"/>	Wash all windows		
<input type="checkbox"/>	Check shades/blinds for proper operation and appearance. Clean or replace.		
<input type="checkbox"/>	Check all traverse rods for proper operation. Repair or replace, as needed.		
<input type="checkbox"/>	Clean patio door tracks, decks, if present.		
<input type="checkbox"/>	Make sure porches/patios are clean.		
Closets/Cabinets/Shelving/Counters			
<input type="checkbox"/>	Make sure closet doors (especially bi-folds) open and close properly.		
<input type="checkbox"/>	Make sure cabinets and draws open and close properly.		
<input type="checkbox"/>	Clean shelving and make sure it is secure.		
<input type="checkbox"/>	Clean doors, door tracks and interiors of closets, cabinets and draws.		
<input type="checkbox"/>	Clean medicine cabinet and other mirrors.		
<input type="checkbox"/>	Clean all counters.		
<input type="checkbox"/>	Wipe all door jambs, sills and woodwork.		
Flooring			
<input type="checkbox"/>	Damp mop and wax all wood floors		
<input type="checkbox"/>	Remove spots and wipe clean all tile floors. Wax.		
<input type="checkbox"/>	Shampoo carpets.		
<input type="checkbox"/>	Wipe clean all base cove molding.		
Miscellaneous			
<input type="checkbox"/>	Change exterior door and mailbox locks. Update maintenance file keys.		
<input type="checkbox"/>	Remove all working materials. Check for mislaid tools.		
<input type="checkbox"/>	Make sure no trash is left behind.		
<input type="checkbox"/>	Lock apartment door and deliver keys to office.		
Comments/Approvals			
Approved by Superintendent		on	
			Approved by Manager
			on