

Green Healthy 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"/> Set heat to 55 degrees. <input type="checkbox"/> Check replacement reserve schedule for MEP Systems. <input type="checkbox"/> Check that air conditioner units are operative. <input type="checkbox"/> Turn off all air conditioner units. <input type="checkbox"/> Between Nov-April install AC sleeve cover or remove unit. <input type="checkbox"/> Remove air conditioner filters, wash/replace and return. <input type="checkbox"/> Clean air conditioner grill(s). Check/repair AC sleeve caulking. <input type="checkbox"/> Check heaters for proper operation. <input type="checkbox"/> Check thermostat function. <input type="checkbox"/> HEPA vacuum and wipe baseboard radiators.			
Appliances			
<input type="checkbox"/> Set oven to required temperature for cleaning. <input type="checkbox"/> Check to ensure refrigerator is Energy Star- if not, replace with Energy Star model <input type="checkbox"/> Check to ensure dishwasher is Energy Star- if not, replace with Energy Star model <input type="checkbox"/> Direct vent kitchen stove exhaust where possible. <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. HEPA vacuum and use green cleaning product. <input type="checkbox"/> Wash refrigerator and stove parts; use green cleaning product. <input type="checkbox"/> Clean floor and walls behind stove and refrigerator. Report pest droppings, apply borate.*. <input type="checkbox"/> Clean stove top and ovens using green cleaning product. <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 flite, use green cleaning product. <input type="checkbox"/> Clean dishwasher, use green cleaning product.			
Electrical			
<input type="checkbox"/> Clean light fixtures and shades <input type="checkbox"/> Check to ensure all light fixtures are Energy Star- if not, replace with Energy Star fixtures <input type="checkbox"/> Clean all switch and outlet plates <input type="checkbox"/> Replace any burnt out bulbs. Use CFL or energy efficient. <input type="checkbox"/> Hard wire CO detectors or use 5 year battery detectors and test. <input type="checkbox"/> Hard wire smoke detectors and test. <input type="checkbox"/> Check door bell. <input type="checkbox"/> Check operation of CO alarms, if present. <input type="checkbox"/> Clean bath light and check bath fan operation/grills. Install Energy Star bath fan/light where possible, on timer.			
Plumbing			
<input type="checkbox"/> Check operation of toilets, gpf <1.6. <input type="checkbox"/> Check GPF of toilets, replace > 1.6 with Water Sense Toilet <1.3 gpf <input type="checkbox"/> Test toilet flapper; eheck for leaks with dye test. <input type="checkbox"/> Check showerhead; if not <1.75 gpm install new head. <input type="checkbox"/> Check faucet aerators <1.5 kitchen <.5 bath & check shower diverter. <input type="checkbox"/> Check kitchen sink, bath tub + shower faucets for proper operation. Replace parts as needed. <input type="checkbox"/> Check under kitchen and bath sinks for leaks. Repair as needed. <input type="checkbox"/> Fill holes to exterior walls under kitchen or bath. <input type="checkbox"/> Caulk tub shower area and sink/backsplashes, if 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, use green cleaner.			
Windows, Patios, Porches			
<input type="checkbox"/> Wash all window, use green cleaner. <input type="checkbox"/> Check shades/blinds for proper operation and appearance. Clean or replace. <input type="checkbox"/> Caulk all windows, storms, rebalance, caulk and ensure operation. <input type="checkbox"/> Check weatherstripping on apartment front and rear entry doors and correct if needed. <input type="checkbox"/> Check for operating storm door to any doors to exterior, install door sweeps and weatherstrip as needed. <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, use green cleaner. <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 jams, sills and woodwork.			
Flooring			
<input type="checkbox"/> Damp mop and wax all wood floors - use green cleaners <input type="checkbox"/> Remove spots and wipe clean all tile floors. Wax. <input type="checkbox"/> HEPA vacuum carpeting and check for necessary repair. <input type="checkbox"/> Shampoo carpets. Do not close up unit with wet carpet. <input type="checkbox"/> Wipe clean all base cove molding.			
Miscellaneous			
<input type="checkbox"/> Inspect for pest droppings, report problems. <input type="checkbox"/> Apply baits/gel or boric acid behind appliances etc. if there is a persistent cockroach issue <input type="checkbox"/> If mice, seal holes and cracks and install door sweep. <input type="checkbox"/> Change exterior door and mailbox locks. Update maintenance file keys. <input type="checkbox"/> Perform final check for dust. <input type="checkbox"/> Remove all working materials. Check for mislaid tools. <input type="checkbox"/> Make sure no trash is left behind. Check for recycling bins. <input type="checkbox"/> Lock apartment door and deliver keys to office.			
Comments/Approvals			
* Note: Some state require a licensed pesticide applicator apply borates.			
Approved by Superintendent	on	Approved by Manager	on