



# Apartment Building Maintenance Inspection Checklist Template

 Show only Checklist

Display Style  
Default 

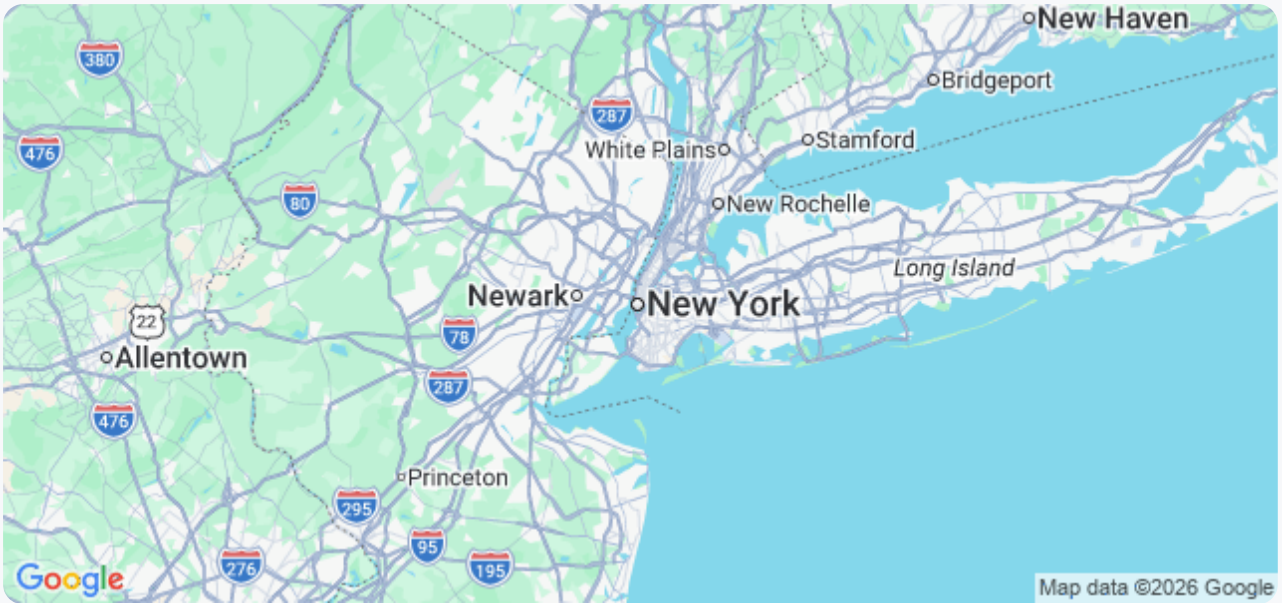
## Exterior & Grounds

Inspection of the building's outer areas, including landscaping, walkways, and parking.



## Overall Grounds Condition

 Set My Current Location



## Lawn Height (inches)

Enter a number...

## Landscaping Issues?


- Overgrown
- Dead Plants
- Irrigation Problems
- Pest Infestation
- None

### Number of Cracked/Damaged Pavement Sections

### Comments on Walkway Surfaces

### Last Landscaping Service Date

### Photos of Exterior Conditions

 Upload File

## Building Envelope

Assessment of the roof, walls, windows, and doors for damage or deterioration.

### Roof Leakage (Scale of 0-5, 0=None, 5=Severe)

### Roof Condition

- Excellent
- Good
- Fair
- Poor

### Number of Cracked Window Panes

Enter a number...

### Window Frame Condition

- Excellent
- Good
- Fair
- Poor

### Notes on Exterior Wall Deterioration

Write something...

### Last Time Gutter Cleaning Performed

Enter date...

### Condition of Weather Stripping

Good

Fair

Poor

### Photos of any Damage (Roof, Walls, Windows)

 Upload File

## Common Areas

Evaluation of hallways, stairwells, lobbies, and recreational spaces for cleanliness, safety, and functionality.

### Stairwell Lighting Functionality (1-5, 5 being fully functional)

Enter a number...

### Hallway Obstructions?

- Boxes
- Furniture
- Trash/Debris
- None

### Elevator Operation (if applicable)

- Operating Smoothly
- Minor Issues
- Major Issues - Out of Service

### Description of Lobby Cleanliness & Condition

Write something...

### Date of Last Carpet Cleaning (Lobby/Hallways)

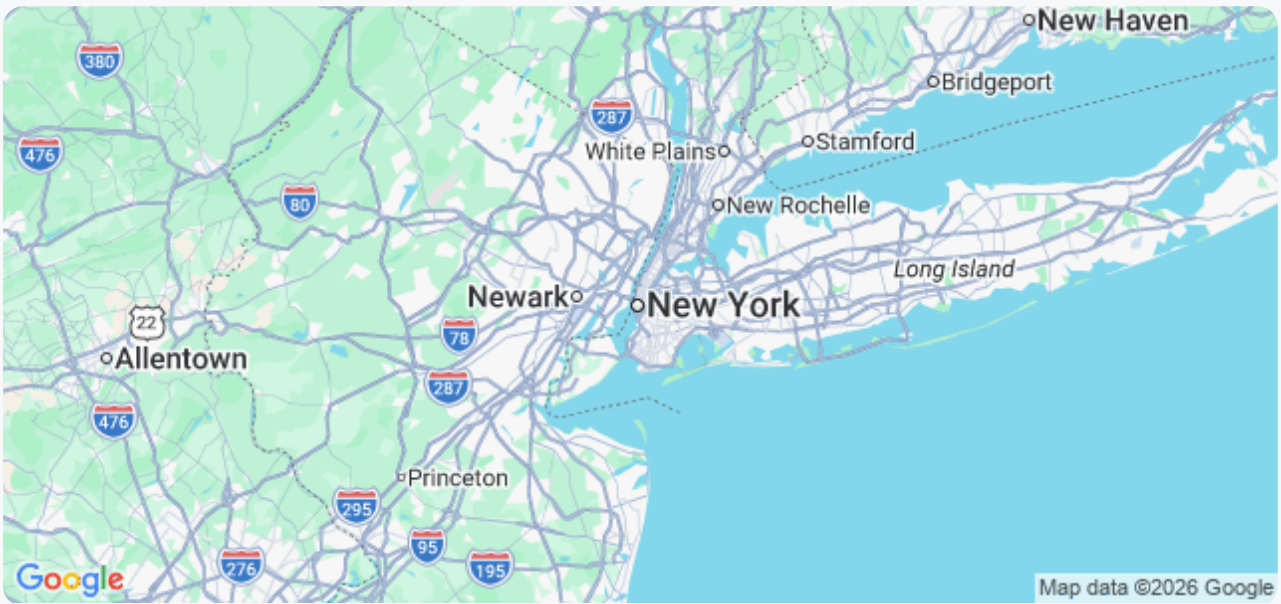
Enter date...

### Condition of Interior Doors (Common Areas)

- Good
- Minor Scratches/Dings
- Damage/Repair Needed

### Location of any observed hazards (e.g., uneven flooring)

 [Set My Current Location](#)



## HVAC Systems

Inspection of heating, ventilation, and air conditioning equipment for proper operation and maintenance.

### Supply Air Temperature (Deg F)

Enter a number...

### Return Air Temperature (Deg F)

Enter a number...

### Exhaust Fan RPM

Enter a number...

### Filter Condition

- Excellent
- Good
- Fair
- Poor

### Condenser Coil Condition

- Clean
- Slightly Dirty
- Dirty
- Very Dirty

### Notes on Compressor Noise/Vibration

Write something...

### Last Maintenance Date

Enter date...

### Issues Found (Check all that apply)

- Leaking Refrigerant
- Unusual Noise
- Poor Airflow
- Electrical Malfunction
- Other

## Plumbing Systems

Check for leaks, proper drainage, and functionality of plumbing fixtures.

### Water Pressure (PSI)

Enter a number...

### Hot Water Temperature (F)

- Below 120°F
- 120-140°F
- Above 140°F

### Faucet Operation

- Working Properly
- Dripping
- Leaking
- Broken

### Toilet Flush Function

- Proper Flush
- Weak Flush
- Leaking
- Clogged

### Any observed leaks or unusual noises?

Write something...

### Last Plumbing Maintenance Date

Enter date...

## Electrical Systems

Examination of electrical panels, wiring, and outlets for safety and compliance.

### Voltage (Amps)

Enter a number...

### Circuit Breaker Rating (Amps)

Enter a number...

### Panel Condition (Visual)

- Excellent
- Good
- Fair
- Poor

### Electrical Hazards Present?

- Exposed Wiring
- Damaged Outlets
- Frayed Cords
- Overloaded Circuits
- None

### Last Inspection Date

Enter date...

### Notes on Wiring Condition

Write something...

### Smoke Detector Functionality (Checked?)

- Yes
- No

# Fire Safety

Verification of fire extinguishers, smoke detectors, and fire alarm systems.

## Fire Extinguisher Inspection Date

## Fire Extinguisher Condition

- Good
- Needs Maintenance
- Damaged/Missing

## Smoke Detector Functionality (per detector)

- Working
- Needs Battery
- Malfunctioning
- Missing

## Last Fire Alarm System Test Date

### Fire Alarm System Status

- Operational
- Needs Repair
- Out of Service

### Notes on Fire Safety Observations

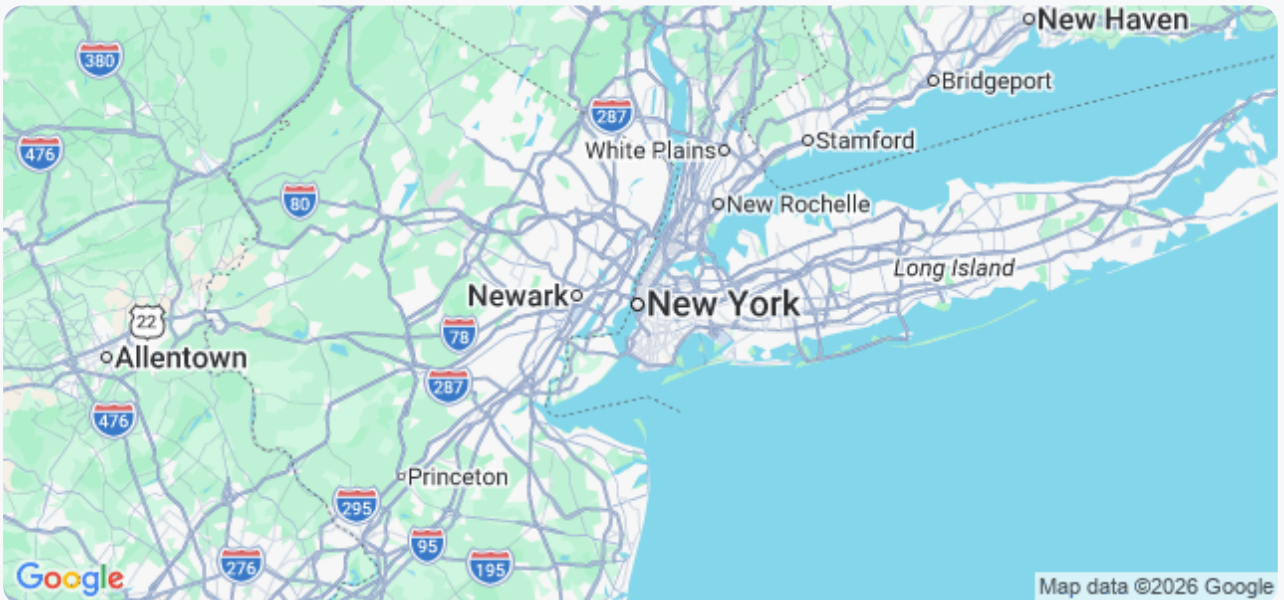
Write something...

## Safety & Security

Assessment of lighting, locks, security cameras, and overall building security.

### Security Camera Locations

[📍 Set My Current Location](#)



### Lighting Levels (Foot Candles)

Enter a number...

### Gate Operation

- Fully Functional
- Malfunctioning - Report Needed
- Requires Repair
- Not Operational

### Lock Cylinder Condition (Main Entrance)

- Good
- Worn
- Damaged
- Requires Replacement

### Date of Last Security Patrol Review

Enter date...

### Comments on Overall Security Presence

Write something...

### Number of Working Smoke Detectors (Common Areas)

Enter a number...

# Unit Condition (Sample)

Brief check of a sample unit for general maintenance issues (e.g., leaks, appliance function).

## Appliance Age (Refrigerator)

## Appliance Age (Oven/Stove)

## Water Leaks Present?

 Yes No Unsure

## Smoke Detector Functioning?

 Yes No Unsure

### Overall Unit Condition Notes

Write something...

### Evidence of Pests?

Yes

No

Unsure

### HVAC Thermostat Reading

Enter a number...

## Overall Observations & Action Items

Notes on any other maintenance concerns and a list of required actions.

### General Comments/Observations

Write something...

### Severity Rating (1-5, 1=Low, 5=High)

Enter a number...

### Recurring Issues?

- Yes
- No
- Unknown

### Date Action Required

Enter date...

### Detailed Action Plan

Write something...

### Assigned To

- Maintenance Team
- Contractor
- Management

**Inspector Signature**

**Reference/Ticket Number**

Write something...