



Apartment Building Maintenance Inspection Checklist Template

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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)

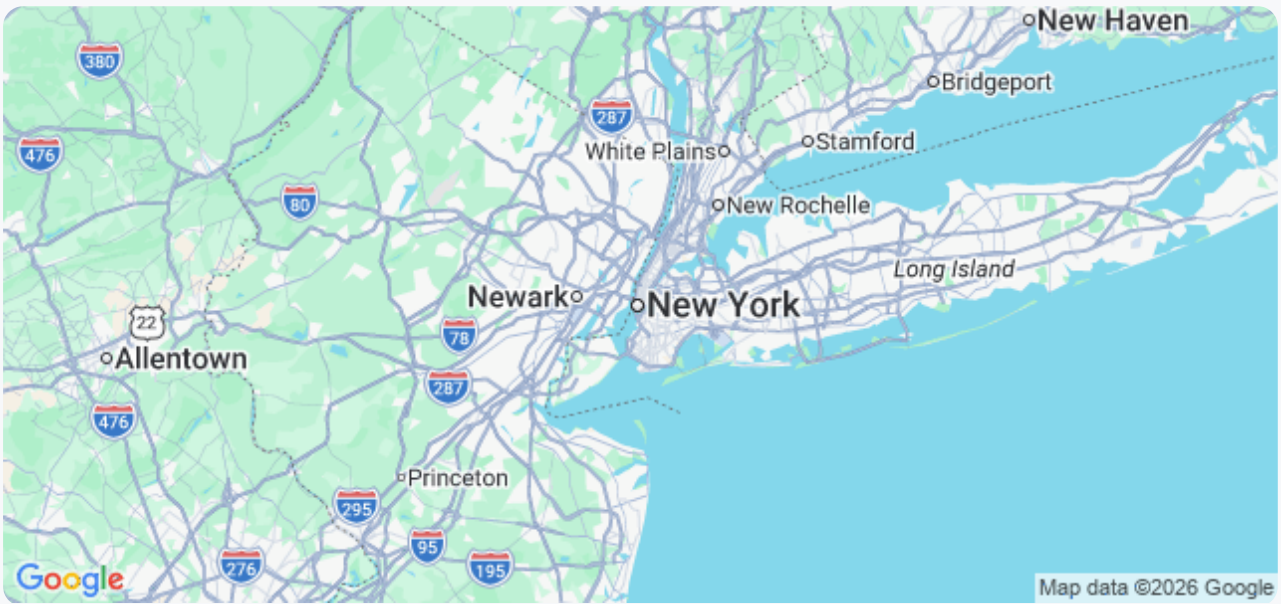
Enter date...

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

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...