



Multi-Family Unit Renovation Oversight Checklist 2026

Pre-Renovation Planning & Budgeting

Initial project scoping, budget approval, contractor bidding, and permit acquisition verification.

Project Start Date

Estimated Renovation Budget (\$)

Renovation Scope Category

- ☐ Full Unit Gut Renovation
- ☐ Cosmetic Refresh
- ☐ Structural/Major Systems Update
- ☐ Exterior/Common Area Improvement

Required Permits Required

- ☐ Electrical Permit
- ☐ Plumbing Permit
- ☐ Structural Permit
- ☐ Building Permit

Approved Budget Spreadsheet

 Upload File

Project Manager Approval

Resident Notification & Logistics

Communication timelines for tenants, temporary relocation plans, and utility shut-off scheduling.

Notice Delivery Date

Enter date...

Notification Method

- ☐ Email
- ☐ Physical Door Hanger
- ☐ In-Person Meeting
- ☐ Certified Mail

Detailed Renovation Scope for Residents

Write something...

Affected Building Areas

- ☐ Unit Interior
- ☐ Common Hallways
- ☐ Parking Garage
- ☐ Lobby/Entryway
- ☐ Outdoor Amenities

Copy of Sent Notice/Letter

 Upload File

Property Manager Confirmation

Demolition & Structural Inspection

Monitoring debris removal, structural integrity checks, and identification of unforeseen repairs.

Demolition Start Date

Enter date...

Structural Integrity Status

- ☐ No Issues Found
- ☐ Minor Issues Identified
- ☐

Debris Removal Completed

- ☐ Interior Trash Removed
- ☐ Hazardous Materials Disposed
- ☐ Dumpster Cleared
- ☐ Common Area Cleaned

Structural Findings & Observations

Write something...

Photos of Post-Demolition Site

 Upload File

Site Supervisor Approval

Mechanical, Electrical, & Plumbing (MEP) Verification

Inspection of updated wiring, new piping installation, HVAC system upgrades, and electrical code compliance.

Inspected MEP Components

☐ Electrical Panel & Circuit Breakers

☐ Wiring & Outlet Integrity

☐ Plumbing Pipework & Leaks

☐ HVAC Ductwork & Ventilation

☐ Water Heater Functionality

Electrical Code Compliance Status

☐ Compliant

☐ Non-Compliant

☐ Requires Remediation

Identified Leaks or Faults

Write something...

Post-Installation Inspection Photos

 Upload File

Site Supervisor Verification

Interior Finishes & Aesthetic Upgrades

Quality control for flooring installation, painting, cabinetry, and countertop finishes.

Flooring Installation Status

- ☐ Not Started
- ☐ In Progress
- ☐ Completed
- ☐ Issues Detected

Wall & Paint Quality Notes

Write something...

Completed Aesthetic Upgrades

- ☐ New Cabinetry Installed
- ☐ Countertop Replacement
- ☐ Backsplash Tiling
- ☐ Interior Door Replacement
- ☐ Baseboard & Trim Installation

Finish Samples or Material Photos

 Upload File

Defect or Scratch Report

Write something...

Project Manager Verification

Safety & Building Code Compliance

Verification of smoke detectors, egress requirements, railing stability, and fire-rated material usage.

Smoke & CO Detector Functionality

- ☐ Fully Operational
- ☐ Requires Battery Replacement
- ☐ Needs Unit Replacement
- ☐ Non-Compliant

Safety Inspection Checklist Items

- ☐ Fire Extinguisher Pressure Verified
- ☐ Egress Paths Clear of Obstructions
- ☐ Emergency Lighting Functional
- ☐ Carbon Monoxide Detectors Installed
- ☐ Handrails & Guardrails Secure

Last Fire Marshal Inspection Date

Building Permit & Compliance Certificate

 Upload File

Inspector/Contractor Verification Signature



Appliance & Fixture Installation

Functionality testing for new kitchen appliances, bathroom fixtures, and smart home hardware.

Installed Appliances & Fixtures

- ☐ Refrigerator
- ☐ Stove/Oven
- ☐ Dishwasher
- ☐ Microwave
- ☐ Garbage Disposal
- ☐ Bathroom Vanity/Faucet
- ☐ Smart Thermostat

Operational Status

- ☐ Fully Functional
- ☐ Needs Minor Adjustment
- ☐ Defective/Requires Replacement

Model & Serial Number Verification

Write something...

Installation Completion Date

Enter date...

Warranty & Manual Documentation

 Upload File

Site Supervisor Approval

Post-Renovation Cleaning & Debris Removal

Final deep cleaning of units, removal of all construction waste, and dust mitigation.

Cleaning Completion Checklist

- ☐ Windows and sills cleaned
- ☐ Floors vacuumed and mopped
- ☐ Cabinets and drawers wiped inside/out
- ☐ Dust removal from ceilings and vents
- ☐ Sanitization of all high-touch surfaces

Post-Cleaning Inspection Photos

 Upload File

Debris Removal Status

- ☐ All construction waste removed
- ☐ Dumpster emptied and hauled
- ☐ Recyclables processed

Cleaning Supervisor Sign-off

Final Walkthrough & Punch List Completion

Final inspection of all work orders, minor touch-up identification, and contractor sign-off.

Inspection Completion Date

Enter date...

Overall Unit Condition Rating

- ☐ Excellent
- ☐ Good
- ☐ Needs Minor Repairs
- ☐ Failed Inspection

Completed Areas Checklist

- ☐ Kitchen Fixtures & Hardware
- ☐ Flooring & Baseboards
- ☐ Electrical Outlets & Switches
- ☐ Wall Paint & Drywall Integrity
- ☐ Window & Door Functionality

Detailed Punch List Items

Write something...

Final Completion Photos

 Upload File

Project Manager Approval

Project Closeout & Documentation

Updating property records, filing warranties, updating insurance policies, and final budget reconciliation.

Project Completion Date

Enter date...

Final Project Total Cost

Enter a number...

Documents Uploaded

- ☐ Final Building Permits
- ☐ Contractor Invoices
- ☐ Warranty Certificates
- ☐ Updated Floor Plans
- ☐ Photos of Finished Work

Final Project Summary & Notes

Write something...

Property Manager Approval Signature

A large, empty rectangular box with rounded corners, intended for a signature.

< Previous

> Next

✓ Finish

🔗 Generate Sample Report