



Property Manager Daily Operations & Walkthrough Checklist 2026

Morning Site Perimeter Inspection

A thorough sweep of the property exterior, including parking lots, entryways, landscaping, and signage to ensure curb appeal and safety.

Inspection Date

Inspection Start Time

Perimeter Areas Inspected

- ☐ Main Entrance/Gate
- ☐ Parking Lot/Garage
- ☐ Sidewalks & Pathways
- ☐ Landscaping & Green Spaces
- ☐ Perimeter Fencing/Gates

Lighting Condition

- ☐ All functional
- ☐ Some bulbs out
- ☐ Major outages detected

Debris or Damage Found

Write something...

Photos of Perimeter Issues

 Upload File

Property Manager Verification

Common Area & Amenity Audit

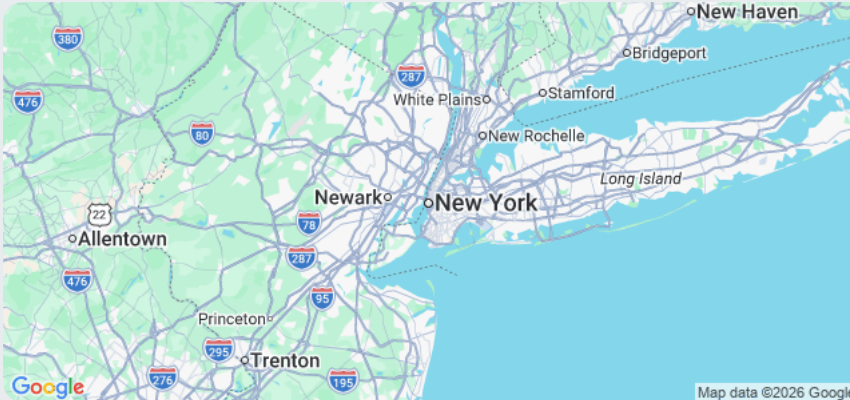
Inspection of shared spaces such as lobbies, elevators, fitness centers, and community lounges to verify cleanliness and functional equipment.

Inspection Date

Enter date...

Amenity Area Audited

 [Set My Current Location](#)



Amenity Checklist Items

- ☐ Lobby/Entryway Cleanliness
- ☐ Fitness Center Equipment Functionality
- ☐ Elevator Operational Status
- ☐ Community Lounge Furniture Condition
- ☐ Laundry Room Machine Availability
- ☐ Hallway Lighting & Floor Condition

Deficiencies or Cleaning Requirements Noted

Write something...

Photo Evidence of Maintenance Issues

 [Upload File](#)

Property Manager Verification

Safety & Security Verification

Testing of access control systems, lighting functionality, CCTV coverage, and ensuring all emergency exits are unobstructed.

Inspection Date

Enter date...

Inspection Time

Enter time...

Security Perimeter Checkpoints

- ☐ Front Entrance Locks
- ☐ Side/Rear Exit Doors
- ☐ Parking Garage Gates
- ☐ Perimeter Fencing

CCTV System Status

- ☐ Fully Operational
- ☐ Partial Outage
- ☐ System Offline

Security Discrepancies or Broken Hardware Notes

Write something...

Photo Documentation of Security Issues

 Upload File

Inspector Verification Signature

Leasing Office & Administrative Review

Checking office readiness, reviewing pending maintenance requests, and verifying the accuracy of daily rental inquiries and tour schedules.

Inspection Date

Enter date...

Office Readiness Status

- ☐ Ready for Business
- ☐ Needs Attention
- ☐ Closed/Maintenance Mode

Number of Pending Maintenance Requests

Enter a number...

Urgent Administrative Notes

Write something...

Daily Tour Schedule Completed

- ☐ Morning Tours
- ☐ Afternoon Tours
- ☐ Evening/Walk-in Tours

Daily Lease Paperwork Scan

 Upload File

Property Manager Sign-off

Utility & Mechanical Room Check

A routine glance at HVAC systems, water heaters, and electrical panels to detect any immediate leaks, unusual noises, or error codes.

Inspection Date

Enter date...

Inspection Time

Enter time...

HVAC System Status

- ☐ Operating Normally
- ☐ Issue Detected
- ☐ Maintenance Required

Water Heater & Leak Inspection

- ☐ No Leaks Detected
- ☐ Minor Seepage Noted
- ☐ Active Leak Found

Water Meter Reading

Enter a number...

Observations & Anomalies

Write something...

Photo Evidence of Issues

 Upload File

Inspector Signature



Trash & Waste Management Oversight

Ensuring dumpster areas are tidy, recycling bins are properly sorted, and scheduled waste pickups have been completed.

Inspection Date

Enter date...

Dumpster Area Condition

- ☐ Clean & Organized
- ☐ Overflowing
- ☐ Requires Immediate Cleaning

Waste Types Monitored

- ☐ General Trash
- ☐ Recycling
- ☐ Organic/Green Waste
- ☐ Hazardous Waste

Issue Description

Write something...

Photo Evidence of Waste Area

 Upload File

Inspector Signature

Tenant Communication & Notice Review

Reviewing and preparing any necessary building-wide notices, door hangers, or digital communications for the day's operations.

Date of Communication Review

Enter date...

Urgent Notice Requirements

- ☐ Emergency Repairs/Maintenance
- ☐ Policy Reminders (Noise/Parking)
- ☐ Scheduled Inspections
- ☐ Community Events
- ☐ None Required

Details of Notices to be Issued

Write something...

Communication Channels Used

- ☐ Email
- ☐ SMS/Text Message
- ☐ Physical Door Hanger
- ☐ Resident Portal
- ☐ Building Bulletin Board

Upload Draft of Notice/Template

 Upload File

Property Manager Verification

End-of-Day Property Lockdown

Final verification that all common area doors are secured, lighting is set to night mode, and all non-essential systems are properly shut down.

Security Checkpoints Verified

- ☐ Main Entrance Doors Locked
- ☐ Side/Service Entrances Secured
- ☐ Gate/Parking Garage Closed
- ☐ Leasing Office Internal Doors Locked
- ☐ All Window Latches Secured

Exterior Lighting Status

- ☐ All Lights Functioning
- ☐ Some Lights Out (Maintenance Needed)
- ☐ Timer/Sensor Not Triggered

Final Walkthrough Completion Time

Enter time...

Unresolved Security or Maintenance Issues

Write something...

Property Manager Final Sign-off

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✓ Finish

 **Generate Sample Report**