Property Management Maintenance Checklist



## Sample inspection, maintenance and repair work order for property managers

It is important to be proactive when it comes to maintenance of your facility. Regular inspections are key, and problem areas should be logged and addressed immediately. Record all maintenance concerns, prioritize resolution of the concerns and document any repairs made.

Items for inspection, maintenance, or repair

Plumbing			
Check if applicab	ole	Comments	
Sink(s)			
Faucet(s)			
Toilet(s)			
Shower			
Fixtures			
Bathtub			
Garbage Disposal			
Other:			
Location:			
Appliances			
, .b b			
Check if applicab	le	Comments	
	le	Comments	
Check if applicab	le	Comments	
Check if applicab	le	Comments	
Check if applicable Stove Oven Washing Machine	le	Comments	
Check if applicable Stove Oven	le	Comments	
Check if applicable Stove Oven Washing Machine Dryer	le	Comments	
Check if applicable Stove  Oven  Washing Machine  Dryer  Dishwasher  Refrigerator	le	Comments	
Check if applicable Stove  Oven  Washing Machine  Dryer  Dishwasher	le	Comments	
Check if applicable Stove  Oven  Washing Machine  Dryer  Dishwasher  Refrigerator  Microwave	le	Comments	

General Systems				
Check if applicable	Comments			
HVAC				
Electrical				
Other:				
Location:				
Misc. Issues/Area				
Check if applicab	Comments			
Walls/Drywall				
Ducts				
Paint				
Cabinets/Storage				
Handrails				
Stairways				
Yard				
Countertops				
Lighting (Ext/Int)				
Gutters				
Parking Area				
Windows				
Doors				
Flooring				
Balconies				
Other:				
Location:				
Misc Comments:				

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