MAINTENANCE GUIDEBOOK I - MAINTENANCE PROGRAM

APPENDIX D

SAMPLE MOVE-IN/MOVE-OUT INSPECTION FORM
SAMPLE VACANCY-CONTROL LOG

Development Name: _____

Development Number_____

Address: _____

Resident Name: _____

_____ Housing Authority

Unit Inspection Form

____ Move In
____ Move Out
____ Other Inspection

Unit Inspection

Unit Condition/Work Needed

G= Good 1= Clean
F= Fair 2=Repair
P= Poor 3= Replace

ITEMS	UNIT CONDITION	WORK NEEDED	RESIDENT DAMAGE	WEAR & TEAR	REMARKS/DESCRIBE
Kitchen/Dining Area					
1 Disposal/Cap					
2 Sink & Faucet					
3 Range Hood/Exhaust Fan					
a Light					
b Shield					
4 Windows					
5 Glass					
6 Screens					
7 Drapery Liners/Shades					
a Rods					
b Hooks					
8 Light Fixtures/Globes					
9 Electric Outlets/Covers					
10 Refrigerator					
a Model #_____					
b Gasket					
c Freezer Door					
d Main Door					
e Shelves					
f Trays (Ice, Butterdish)					
g Crisper Drawers					
11 Cabinets					
a Doors					
b Shelf					
12 Countertops					
13 Range					
a Model #_____					
b Burners					
c Drip Pan					
d Door					
e Oven					
f Elements					
g Handles					
h Broiler Pan/Grill					
14 Floors					
15 Walls					
16 Ceiling					
17 Doors					
a Viewer					
b Letter Clip/Slot					
18 Door Locks					
19 Door Jam					
Living Room					
20 Floor					
21 Walls					
22 Ceiling					
23 Light Fixtures/Globes					
24 Windows					
a Rods					
b Hooks					
25 Screens					
26 Glass					
27 Drapery Liners/Shades					
28 Electric Outlets					
29 Smoke Alarms					

Unit Inspection Form

ITEMS	UNIT CONDITION	WORK NEEDED	RESIDENT DAMAGE	WEAR & TEAR	REMARKS/DESCRIBE
Bathroom #1					
30 Floors					
31 Walls					
32 Ceiling					
33 Doors					
34 Locks					
35 Door Jambs					
36 Tub/Stopper/Grab Bars					
37 Faucet					
38 Shower/Rod/Enclosure					
39 Wash Basin					
a Faucet					
b Handles					
c Stopper					
40 Cabinets					
41 Commode					
a Seat HC?					
b Tank					
42 Light Fixture					
a Shield					
b Bulb					
43 Medicine Cabinet					
44 Toothbrush Holder					
45 Electric Outlets/Covers					
46 Towel Rack/Soap Tray					
47 Exhaust Fan					
48 Emergency Alarm Cord					
Bathroom #2 - Half Bath					
49 Floor					
50 Walls					
51 Ceiling					
52 Doors					
53 Locks					
54 Door Jambs					
55 Wash Basin					
a Faucet					
b Handles					
c Stopper					
56 Cabinets					
57 Commode					
a Seat HC?					
b Tank					
58 Light Fixtures					
a Shield					
b Bulbs					
59 Medicine Cabinet					
60 Toothbrush Holder					
61 Electric Outlets/Covers					
62 Towel Rack/Soap Tray					
63 Exhaust Fan					

Unit Inspection Form

ITEMS	UNIT CONDITION	WORK NEEDED	RESIDENT DAMAGE	WEAR & TEAR	REMARKS/DESCRIBE
General Interior					
64 Stairways					
a Treads					
b Banister Handrail					
c Light Fixtures/Globes					
d Bulbs					
65 Hallways					
66 Storage Closets/Shelves					
67 Vestibule					
a Floors					
b Lights					
68 Basement					
a Stairway					
b Handrail					
c Floor					
d Walls					
e Ceilings					
f Doors					
g Door Locks					
h Door Jamb					
i Windows					
j Glass					
k Screens					
l Electric Outlets/Covers					
m Wall Heater					
n Storm Door					
a Glass (2)					
b Screens (2)					
69 Laundry Room					
70 Laundry Tub					
a Faucet					
b Legs					
c Stopper					
71 Washer/Dryer Hookup					
72 Hot Water Tank					
73 Outside Dryer Vent					
74 Floor Drains/Sump Pump					
Major Equipment					
75 Heating					
a Baseboard Heaters					
b Heatpump					
c Breaker Box					
d Thermostat(s)					
e Basement/Crawlspace Heater					
f Ventilating Fan Whole House					
g Fan Control Switch					
76 Air Conditioning					
77 Plumbing					
78 Electrical Wiring					
79 Structural - Drywall					

Unit Inspection Form

ITEMS	UNIT CONDITION	WORK NEEDED	RESIDENT DAMAGE	WEAR & TEAR	REMARKS/DESCRIBE
Unit Exterior					
80 Light Fixtures					
81 Walkways					
82 Parking Area					
83 Patio/Deck					
84 Storage Room					
a Door					
b Light					
85 Front Porch/Railings					
86 Storm/Screen Doors					
a Glass					
b Locks					
c Closer					
d Springs					
e Screens					
f Outside Light Globe					
87 Sliding Glass Doors					
a Glass					
b Locks					
c Rollers					
d Security Bar					
e Screens					
f Drapery Liner/Rod					
g Hooks & Cord Guide					
88 Walls					
89 Roof					
90 Gutters & Downspouts					
General Housekeeping					
91 Interior Trash					
92 Exterior Trash					
93 Cleanliness					
a Floors					
b Walls					
c Windows					
94 Extermination Status					
95 Crawl Space					
96 Attic					

Unit Inspection Form

ALL BEDROOMS: ITEMS	Bedroom #1			Bedroom #2			Bedroom #3			Bedroom #4		
	Cond.	WN	Resp	Cond.	WN	Resp	Cond.	WN	Resp	Cond.	WN	Resp
97 Floors												
98 Walls												
99 Ceiling												
100 Doors												
a Locks												
b Jambs												
101 Windows												
102 Draper Liners/Shades												
a Rods												
b Hocks												
103 Glass												
104 Screens												
105 Electrical Outlets & Fixtures												
106 Closets												
107 Emergency Pull Cord												

MISCELLANEOUS REMARKS: (For each remark note bedroom # and the corresponding work item)

WORK ORDER NEEDED _____ YES_____NO

PREPARE WORK ORDER FOR THE FOLLOWING:

ESTIMATE OF CHARGES $

_____

SIGNATURE OF RESIDENT OR AUTHORIZED REPRESENTATIVE

_____

DATE

_____

INSPECTED BY

_____

TITLE

VACANCY CONTROL LOG

Develop. Number	Unit Number & Address		Date Vacated	Date W/O Issued	W/O Number	Date W/O Completed	Date Rented	Comments