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**Building White Glove Checklist**

**Description:** This Checklist is to be completed regularly by the Director of Maintenance and the Property Manager and/or Property Building Maintenance personnel.

**Item Good Fair Poor N/A**

***Lobby****:* 🞎 🞎 🞎 🞎

*Directory:* 🞎 🞎 🞎 🞎

*Flooring:* 🞎 🞎 🞎 🞎

*Walls:* 🞎 🞎 🞎 🞎

*Ceiling Tiles:* 🞎 🞎 🞎 🞎

*Lighting:* 🞎 🞎 🞎 🞎

***HVAC:*** 🞎 🞎 🞎 🞎

*Filter:* 🞎 🞎 🞎 🞎

*Drain:* 🞎 🞎 🞎 🞎

*Insulation:* 🞎 🞎 🞎 🞎

*Other:* 🞎 🞎 🞎 🞎

*Log:* 🞎 🞎 🞎 🞎

***Life Safety:*** 🞎 🞎 🞎 🞎

*Backflow Preventer:* 🞎 🞎 🞎 🞎

*Fire/Panel:* 🞎 🞎 🞎 🞎

*Stairwell:* 🞎 🞎 🞎 🞎

*Fire Pump/Sprinkler system:* 🞎 🞎 🞎 🞎

Extinguishers Inspection: 🞎 🞎 🞎 🞎

*Exit/Emergency Lighting:* 🞎 🞎 🞎 🞎

**Item Good Fair Poor N/A**

***Mechanical Room:*** 🞎 🞎 🞎 🞎

*Slop Sink:* 🞎 🞎 🞎 🞎

*Electrical:* 🞎 🞎 🞎 🞎

*Cleanliness:* 🞎 🞎 🞎 🞎

***Elevator:*** 🞎 🞎 🞎 🞎

*Inspection:* 🞎 🞎 🞎 🞎

*Cleanliness:* 🞎 🞎 🞎 🞎

*Track:* 🞎 🞎 🞎 🞎

*Pit:* 🞎 🞎 🞎 🞎

*Motor/pump/valve:* 🞎 🞎 🞎 🞎

**Parking Lot:** 🞎 🞎 🞎 🞎

*Lights:* 🞎 🞎 🞎 🞎

*Stripping:* 🞎 🞎 🞎 🞎

*Hazards:* 🞎 🞎 🞎 🞎

*Drains:* 🞎 🞎 🞎 🞎

***Roof:***🞎 🞎 🞎 🞎

*Drains/Grates:* 🞎 🞎 🞎 🞎

*Cleanliness:* 🞎 🞎 🞎 🞎

***Pool:*** 🞎 🞎 🞎 🞎

*Logs:* 🞎 🞎 🞎 🞎

*Cleanliness:* 🞎 🞎 🞎 🞎

*Mechanical System:* 🞎 🞎 🞎 🞎

***Landscape:***🞎 🞎 🞎 🞎

*Irrigation:* 🞎 🞎 🞎 🞎

*Trash:* 🞎 🞎 🞎 🞎