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**Route Maintenance Checklist**

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

**Property**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Item Good Fair Poor N/A**

***Lobby/Entries:*** 🞎 🞎 🞎 🞎

*Directory:* 🞎 🞎 🞎 🞎

*Mail Boxes:* 🞎 🞎 🞎 🞎

*Flooring:* 🞎 🞎 🞎 🞎

*Walls:* 🞎 🞎 🞎 🞎

*Ceiling Tiles:* 🞎 🞎 🞎 🞎

*Lighting:* 🞎 🞎 🞎 🞎

***Common Areas***

*Hallways/Stairwells:* 🞎 🞎 🞎 🞎

*Cleanliness:* 🞎 🞎 🞎 🞎

*Walls:* 🞎 🞎 🞎 🞎

*Trip Hazards:* 🞎 🞎 🞎 🞎

*Trash/Misc.Furniture:* 🞎 🞎 🞎 🞎

*Ceiling Tiles:* 🞎 🞎 🞎 🞎

*Lighting:* 🞎 🞎 🞎 🞎

***Security Gates/Perimeter Fencing:***🞎 🞎 🞎 🞎

**ItemGood Fair Poor N/A**

***HVAC/Chillers/Boiler***

*Filters:* 🞎 🞎 🞎 🞎

*Drain Lines* 🞎 🞎 🞎 🞎

*Insulation:* 🞎 🞎 🞎 🞎

*Inspection Dates:*

*Other:*

***Laundry Rooms:***

*Cleanliness:* 🞎 🞎 🞎 🞎

*Washers:* 🞎 🞎 🞎 🞎

*Dryers:* 🞎 🞎 🞎 🞎

*Trash/Lint Removal* 🞎 🞎 🞎 🞎

***Life Safety/ Present / Good Condition:***

*Backflow Preventer:* 🞎 🞎 🞎 🞎

*Fire/Panel:* 🞎 🞎 🞎 🞎

*Stairwell:* 🞎 🞎 🞎 🞎

*Fire Pump/Sprinkler system:* 🞎 🞎 🞎 🞎

Extinguishers Inspection: 🞎 🞎 🞎 🞎

*Exit/Emergency Lighting:* 🞎 🞎 🞎 🞎

Generator/Date Tested***:***🞎 🞎 🞎 🞎

***Mechanical Room:*** 🞎 🞎 🞎 🞎

*Slop Sink:* 🞎 🞎 🞎 🞎

*Electrical:* 🞎 🞎 🞎 🞎

*Cleanliness:* 🞎 🞎 🞎 🞎

**ItemGood Fair Poor N/A**

***Elevator:*** 🞎 🞎 🞎 🞎

*Working Inspection:* 🞎 🞎 🞎 🞎

*Cleanliness:* 🞎 🞎 🞎 🞎

*Track:* 🞎 🞎 🞎 🞎

Permit Inspection Date:

**Parking Lot:** 🞎 🞎 🞎 🞎

*Lights:* 🞎 🞎 🞎 🞎

*Stripping:* 🞎 🞎 🞎 🞎

*Hazards:* 🞎 🞎 🞎 🞎

*Drains:* 🞎 🞎 🞎 🞎

Signage:🞎 🞎 🞎 🞎

Dumpster:🞎 🞎 🞎 🞎

***Roof:***🞎 🞎 🞎 🞎

*Water Leaks:* 🞎 🞎 🞎 🞎

*Drains/Grates/Clean* 🞎 🞎 🞎 🞎

*Standing Water:* 🞎 🞎 🞎 🞎

***Pool:*** 🞎 🞎 🞎 🞎

*Levels:* 🞎 🞎 🞎 🞎

*Cleanliness:* 🞎 🞎 🞎 🞎

*Mechanical System:* 🞎 🞎 🞎 🞎

***Landscape:***🞎 🞎 🞎 🞎

Overgrowth:🞎 🞎 🞎 🞎

*Irrigation:* 🞎 🞎 🞎 🞎

*Trash:* 🞎 🞎 🞎 🞎

*Mulch/Annuals:* 🞎 🞎 🞎 🞎

**General Guideline:**

* Trash picked up and disposed of every visit
* Change burned out lights (exterior & interior) replaced or noted for next visit
* Stock general maintenance items onsite (bulbs, trash bags, HVAC filters, basic cleaning items, basic emergency needs)
* Refill Pet Waste Bags dispenser
* Report any emergency issues to Property Manager immediately
* Additional projects are completed with issued work orders only.
* If any items require additional attention or issues are beyond your control, please provide notes below.

**Notes:**

**Inspected by:**