Chadwell SUPPLY

QUICK PM CHECKLIST

FOR QUICK VISUAL INSPECTION
DURING OTHER SERVICE REQUESTS

UNIT#   BED/BATH   DATE

COMPLETED BY   FOLLOW-UP BY

* Charge Resident–it is easier to collect on damages when unit is occupied, than recover after move out.

** Double check lease–if pets are not documented, charge pet fees.

If a concern will take more than 1 minute to fix, mark create service request to address it at a later time.

Blacked out fields are considered not applicable.

CLEANLINESS/HOUSEKEEPING

	YES	NO	BAD	SATISFACTORY	GREAT	CLEAN	DIRTY	CREATE SERVICE REQUEST	CHARGE RESIDENT*	NOTES
Overall Condition										
Carpet Condition										
Hard Surface / Laminate Condition										
Signs of Damage										
- Walls										
- Doors										
- Blinds										
- Windows										
- Cabinets/Countertops										
Evidence of Pets** (animal, food, toys, smells)										

SIGNS OF LEAKS (MOLD / MILDEW / MUSTY ODORS)

	YES	NO	BAD	SATISFACTORY	GREAT	CLEAN	DIRTY	CREATE SERVICE REQUEST	CHARGE RESIDENT*	NOTES
Bathroom(s)										
- Under Sink										
- Toilet										
- Tub/Shower										
Kitchen										
- Under Sink										
- Dishwasher										
- Ice Maker Line										
Laundry Area										
Water Heater										
HVAC Closet										
Windows										
Patio/Balcony										
Foundation / Basement										

SAFETY DEVICES

	YES	NO	BAD	SATISFACTORY	GREAT	CLEAN	DIRTY	CREATE SERVICE REQUEST	CHARGE RESIDENT*	NOTES
Proper Location										
- Fire Extinguisher										
- Smoke Alarm										
- CO Alarm										
Working Properly										
- Extinguisher Discharged or Expired										
- Alarm Batteries Need Replacing										
- Sprinkler Heads Obstructed										

HVAC

	YES	NO	BAD	SATISFACTORY	GREAT	CLEAN	DIRTY	CREATE SERVICE REQUEST	CHARGE RESIDENT*	NOTES
Filter (Change if have a filter or create a service request.)										
A/C Coil										
Drain Line / Drain Pan										
Float Switch										
Furnace										

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