

Routine walkthrough checklist

Print for each visit. Record what you observe; give every concern a next step.

Property / unit: _____

Date / time: _____ Inspector: _____

Before entry: complete the applicable notice and access process. Review prior records and open repairs. Ask the tenant about maintenance concerns.

Mark one status per row; use the repair log for anything needing action.

C = checked, no issue observed F = follow-up needed N = not checked A = not applicable

Kitchen / bathrooms ☐ C ☐ F ☐ N ☐ A
Visible plumbing, cabinet bases, toilet surrounds, fixtures, drains.

Walls / ceilings / floors ☐ C ☐ F ☐ N ☐ A
Stains, peeling finishes, damage, and changes since the prior visit.

Doors / windows ☐ C ☐ F ☐ N ☐ A
Accessible locks, latches, frames, glass, screens, normal operation.

Appliances / ventilation ☐ C ☐ F ☐ N ☐ A
Tenant reports, accessible surfaces, visible connections, service needs.

Alarms / exit routes ☐ C ☐ F ☐ N ☐ A
Device location, actual test result, missing devices, blocked routes.

Exterior / shared areas ☐ C ☐ F ☐ N ☐ A
Accessible steps, handrails, standing water, visible drainage concerns.

Not checked / access limits / additional areas:

Urgent concern? Follow your emergency procedure now. Do not wait for the next visit. Do not dismantle equipment or enter unsafe areas to finish this sheet.

Visual maintenance prompts only; not a code inspection. Follow manufacturer instructions and local requirements. See the linked article for EPA and USFA sources.

Repair follow-up log

One issue per block. Copy this page as needed and keep it with the inspection.

Property / unit:

Issue ID / room / exact location:

Observed condition / date / photo references:

Next action / responsible person / target date:

Work completed / by whom / date / service record:

Verified by / date / method / result / follow-up photo:

Status: [Open](#) / [Scheduled](#) / [Recheck needed](#) / [Closed](#)

Issue ID / room / exact location:

Observed condition / date / photo references:

Next action / responsible person / target date:

Work completed / by whom / date / service record:

Verified by / date / method / result / follow-up photo:

Status: [Open](#) / [Scheduled](#) / [Recheck needed](#) / [Closed](#)

Keep an item open if the issue remains or verification is pending. Set dates according to urgency and applicable obligations; this log does not set legal deadlines.

Attach repair records and preserve the original observations. Share records privately with the people who need them.