

# Property Management Annual Property Inspection Checklist

Quality Control

DATE ____/____/____	PROPERTY ADDRESS	INSPECTOR / PM	PROPERTY TYPE
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## EXTERIOR & GROUNDS

	GOOD	FAIR	POOR		GOOD	FAIR	POOR
Building exterior (paint, cladding, render)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Landscaping and gardens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows and frames	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fencing and gates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
External doors and hardware	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Car park surface and markings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Footpaths and driveways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	External lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## ROOF & DRAINAGE

	GOOD	FAIR	POOR	N/A
Roof covering condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Gutters and downpipes clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Flashings and sealant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Skylights or roof windows	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
No ponding water on flat roof	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## COMMON AREAS

	GOOD	FAIR	POOR	N/A		GOOD	FAIR	POOR	N/A
Entrance hall / lobby	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lifts (if present)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stairwells and handrails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Bin store area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Corridors and hallways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Common room or laundry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## MECHANICAL & PLUMBING

	GOOD	FAIR	POOR		GOOD	FAIR	POOR
HVAC system operating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Water pressure adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Boiler / water heater serviced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Hot water functioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
No visible plumbing leaks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

## ELECTRICAL

	GOOD	FAIR	POOR		GOOD	FAIR	POOR
Electrical panel accessible and labelled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Interior lighting all working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
No exposed or damaged wiring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emergency lighting tested	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**FIRE SAFETY**

	GOOD	FAIR	POOR		GOOD	FAIR	POOR
Fire alarm system normal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fire exits clear and marked	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smoke detectors present and working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fire doors closing properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire extinguishers serviced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

**SECURITY**

	GOOD	FAIR	POOR	N/A
Access control system working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CCTV system operational	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intercom / entry phone working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perimeter security adequate	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			

**MAINTENANCE SUMMARY**

Urgent repairs needed

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Planned maintenance items

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Capital improvement recommendations

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Inspector signature \_\_\_\_\_

Owner / landlord notified \_\_\_\_\_

**Notes**

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