# MAKE READY CHECK LIST

**Address _________________________________ Date ____**

**MAKE READY CREW:** Check the applicable boxes for completed or replaced items. File completed and approved checklist in Apartment File. For trash-out units, attach a unit inventory sheet. All shaded areas are to be completed upon lease renewal. Manager needs to notify Maintenance on lease renewal.

## MECHANICAL

**STEP 1**
- check/clean cond coil
- check/oil fan motor
- check/clean cond. pan
- check/clean evap. coil
- check/clean drain line
- check HVAC controls
- check/adj. pilot light
- check burner flame
- check/clean heating elem.
- check/clean refrig. coils
- check refrigerator temp.
- check shelves/gaskets/door
- check drawers/handles
- check icemaker supply line
- check dishwasher
- check rollers/racks
- check/clean under DW
- check range elements
- check element rings
- check/face element
- check broil element
- check oven racks
- check vent hood light/fan
- check garbage disposals
- check flush water heater 120 degrees
- check thermostat/temp.
- check W/D connections
- check washer supply
- check washer drain
- check dryer vent

## PLUMBING/ELECTRICAL

**STEP 2**
- check/clean cond coil
- check/oil fan motor
- check/clean cond. pan
- check/clean evap. coil
- check/clean drain line
- check HVAC controls
- check/adj. pilot light
- check burner flame
- check/clean heating elem.
- check/clean refrig. coils
- check refrigerator temp.
- check shelves/gaskets/door
- check drawers/handles
- check icemaker supply line
- check dishwasher
- check rollers/racks
- check/clean under DW
- check range elements
- check element rings
- check/face element
- check broil element
- check oven racks
- check vent hood light/fan
- check garbage disposals
- check flush water heater 120 degrees
- check thermostat/temp.
- check W/D connections
- check washer supply
- check washer drain
- check dryer vent

**STEP 2 (cont.)**
- toilet flapper
- air filter
- caulking worn or cracked

**GENERAL**

**STEP 3**
- check door paint condition
- check weather stripping
- check window operation
- check window screens
- check all blinds
- check door stops
- check attic access latch
- check all door operations
- check interior/closet doors
- check bath privacy locks
- check master bdrm locks
- check kitchen drawers
- check bathroom drawers
- check medicine cabinets
- check kitchen cabinets
- check bath cabinets
- check all other cabinets
- check all hinges/glides
- check closet shelves
- check switch plates
- check receptacle covers
- check fireplace flue
- check fireplace
- check stair rail/handrails
- check balcony/patio/storage
- check fire extinguisher
- repair sheetrock
- check/repair moldings
- remove nails/hooks
- touch up or full paint
- paint ceiling if needed
- remove wallpaper/textures
- paint/finish cabinets
- paint baseboards
- clean refrigerator interior
- clean refrigerator exterior
- clean floor under refrigerator
- clean dishwasher
- clean oven/stove
- replace drip pans
- clean under stove
- clean range hood
- clean hood filter
- clean sink/polish chrome
- clean light fixtures
- clean drawers
- clean floors
- clean windows in/out
- clean window tracks
- clean window sills
- clean blinds
- clean closet door tracks
- clean doors/frames/knobs

## CLEANING

**STEP 5 (cont.)**
- clean tub/showers
- clean shower door tracks
- clean all chrome
- clean toilets
- clean fixtures
- clean sinks
- clean medicine cabinet
- clean mirrors
- clean light fixtures
- clean all vents
- clean cabinets/drawers
- clean floors
- cleans ceiling fan
- sweep patio/storage
- sweep entry

**CARPET/VINYL**

**STEP 6**
- clean carpet
- repair carpet
- replace carpet****
- replace kitchen vinyl
- replace bath vinyl

## LOCK/KEYS

**STEP 7**
- change locks
- check peephole
- check passage set
- check strike plate
- check window latches
- check window locks
- check sliding door latch
- check sliding door pin
- check ch”l bar

## COMMON AREAS

**STEP 8**
- check fire extinguisher
- remove weeds patio
- clean exterior cobwebs
- check outside lights
- check stairs for cracks
- check/paint handrails

## MOLD INSPECTION

**STEP 9**
- check all susceptible areas

## BEFORE LEAVING APARTMENT

**STEP 10**
- vacuum/rake carpet
- spray air freshener
- turn off A/C & lights
- close blinds
- lock doors and windows
- leave Welcome Home card and/or move-in gift

**MAINTENANCE SUPERVISOR SIGN-OFF**

**COMMUNITY MANAGER SIGN-OFF**

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**NOTE:**
- COM = completed
- REP = replaced
- ESO = employee sign-off