Apartment/Date	Checked	Notes
Entry Area		
Light Fixture/Bulbs		
Door/Hardware		
Entry Closet		
Ceiling/Walls/Paint		
Kitchen	**Checked**	**Notes**
Carpet and Flooring		
Walls and Ceiling		
Light fixtures and bulbs		
Electrical outlets/Switches		
Sinks		
Cabinets		
Counter Tops		
Garbage disposal		
Oven Stove		
Fan		
Refrigerator		
Fire Extinguisher		
Door/Hardware		
Paint		
Dining Area	**Checked**	**Notes**
Carpet and Flooring		
Walls and Ceiling		
Light fixtures and bulbs		
Electrical outlets/Switches		
Registers		
Paint		
Thermostat		
Living Room	**Checked**	**Notes**
Sliding door and casing		
Window		
Window casing		
Blinds		

Screens and Storms		
Carpet and Flooring		
Walls and Ceiling		
Light fixtures and bulbs		
Electrical outlets/Switches		
Door/Hardware		
Paint		
Registers		
Bedroom Right	**Checked**	**Notes**
Doors/ Door Casing/Hardware		
Window		
Window casing		
Blinds		
Screens and Storms		
Carpet and Flooring		
Walls and Ceiling		
Light fixtures and bulbs		
Electrical outlets/Switches		
Closet/Door/Hardware		
Paint		
Registers		
Bedroom Left	**Checked**	**Notes**
Doors/ Door Casing/Hardware		
Window		
Window casing		
Blinds		
Screens and Storms		
Carpet and Flooring		
Walls and Ceiling		
Light fixtures and bulbs		
Electrical outlets/Switches		
Closet/Door/Hardware		
Paint		
Registers		
Bathroom	**Checked**	**Notes**
Doors/Door Casing/Hardware		
Carpet and Flooring		
Walls and Ceiling		
Light fixtures and bulbs		
Electrical outlets/Switches		
Sinks		

Cabinets		
Counter Tops		
Tub		
Toilet		
Towel holder		
Mirror		
Fan		
Paint		
Registers		
Hallway	**Checked**	**Notes**
Smoke Detector		
Closet/Door/Hardware		
Light Fixtures and Bulbs		

Inspected by: _____ Date: _____

Inspected by: _____ Date: _____

Office use:
1) Call Maintenance for walk through. Complete report. (Apartment Office)
2) Copy of report to Campus Services (Apartment Office)
3) Work order for Maintenance (Campus Services)
4) Call for paint if applicable (Apartment Office)
5) Notify Campus Services when painting is complete (Apartment Office)
5) Work order for cleaning after paint (Campus Services)
6) Campus Services notifies Apartment Office when apartment is ready for rent.