



QUICK CHECK FOR PREVENTIVE MAINTENANCE

A quick VISUAL inspection of an apartment's condition will go a long way in decreasing emergency service requests and stopping surprises at move out. While it takes a little time, think of preventive maintenance (PM) as an investment that will easily pay for itself. For ideas on how to incorporate Quick Checks in your busy schedule, go to: ChadwellSupply.com/t/PM-Quick-Check



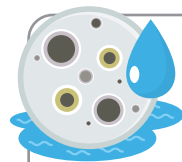
The key to a successful PM program is a FAST, repeatable process.

- **Keep it Short!** If a quick check takes more than 15 minutes it is taking too long.
- If something needs attention **DON'T STOP** to fix it. Instead make a note and move on to the next unit.
- When all checks are done for the day, create service requests for the items that require follow-up.



Cleanliness / Housekeeping

- **Overall Condition**
 - Bad Satisfactory Great
- **Carpet Condition**
 - Bad Satisfactory Great
- **Signs of Damage***
 - Walls Blinds Doors _____
- **Evidence of Pets****
 - Pet Food Toys Smells

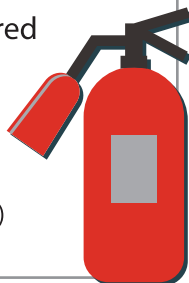


Signs of Leaks (Mold / Mildew / Musty Odors)

- **Bathroom(s)**
 - Under Sink Toilet Tub/Shower
- **Kitchen**
 - Under Sink Dishwasher Ice Maker Line
- **Laundry Area**
- **Water Heater**
- **HVAC Closet**
- **Foundation / Basement**

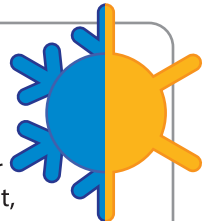
Safety Devices (Fire Extinguisher / Smoke Alarm / CO₂ Alarm)

- **Proper Location**
- **Working Properly**
 - Extinguisher Discharged or Expired (if discharged, look for smoke damage)
 - Alarm Batteries Need Replacing (if not sealed units)
 - Sprinkler Heads Obstructed (need to be free of paint and obstacles)



HVAC

- **Filter(s)**
 - Clean Dirty (If you have a filter with you, change it. If not, make a service request.)
- **A/C Coil**
 - Clean Dirty (make a service request)
- **Air Handler Drain Lines**
 - Clean Dirty (make a service request)
- **Furnace**
 - Clean Dirty (make a service request)



* When damages are found, document them and assess fees promptly. It is easier to collect on damages while residents live there, than trying to recover charges upon move out.

** If pets (or even evidence of pets) are found, make note of it. When back in the office, double check the lease to make sure the appropriate documentation and deposits exist. Many times this area of PM is often overlooked and it can actually be a revenue generator (in terms of deposits) for the property.

