

REPAIR & REPLACE CHECKLIST

MAINTENANCE MANAGER

SALES REPRESENTATIVE

PROPERTY MANAGER

SALES REPRESENTATIVE PHONE #

UNIT #

BEDROOMS

BATHROOMS

INSPECTION DATE

INSPECTED BY

Item	Repair	Replace	Page#
ENTRANCE			
Deadbolt			401-409, 411-412, 416-418, 420-421
Door Sweep/Weatherstrip			452-453
Entry Lock			401-407, 409-413, 415-419 423-428
Light Fixtures & Bulbs			12-56, 105-113
Peephole/Door Knocker			440
Receptacle Cover			145
Switch Plate			146-149
Threshold			453
LIVING ROOM			
Ceiling Fans			61-68
Cove Base			447, 588
Door Stops			448-450
Light Fixtures & Bulbs			13-54, 71-89
Receptacle Cover			145
Screen Doors			464-468
Smoke/CO Alarm			131-137
Switch Plate			146-149
Window Blinds			559-569
Window Screens			466
LAUNDRY			
Dryer			505-512
Dryer Pigtail (Cord)			556
Dryer Venting			552-553
Light Fixtures & Bulbs			13-54, 71-89
Passage Lock			401-407, 409-410, 412-419, 423-425
Receptacle Cover			145
Switch Plate			146-149
Washer			505-512
Water Supply Lines			549

Item	Repair	Replace	Page#
DINING ROOM			
Ceiling Fans			61-68
Door Stops			448-450
Light Fixtures & Bulbs			12-37, 70-89
Receptacle Cover			145
Smoke/CO Alarm			131-137
Switch Plate			146-149
Window Blinds			559-569
Window Screens			466
BEDROOM			
Closet Rod/Rack			454-456
Closet Door Knob			457
Cove Base/Base Trim			447, 588
Door Hinges			449-450
Door Stops			448-450
Light Fixtures & Bulbs			12-37, 70-89
Privacy Door Lock			401-407, 409-410, 412-419, 423-425
Receptacle Cover			145
Switch Plate			146-149
Smoke/CO Alarm			131-137
Window Blinds			559-569
Window Screens			466
PATIO			
Door Sweep/Weatherstrip			452-453
Door Threshold			453
Entry Lock			401-407, 409-413, 415-419 423-428
Light Fixtures & Bulbs			12-56, 105-113
Patio Door			469-470
Patio/Glass Door Hardware			469-470
Receptacle Cover			145
Switch Plate			146-149
Window Blinds			559-569

Item	Repair	Replace	Page#
KITCHEN			
Bake & Broil Element			540
Cabinet Door Hinges			463
Cabinet Knobs/Pulls			460-461
Cove Base/Base Trim			447, 588
Dishwasher			482-504
Dishwasher Water Supply Line			549
Door Stops			448-450
Drip Bowls			538
Garbage Disposal			853-855
Ice Maker			535
Ice Maker Supply Line			537
Ice Trays			536
Kitchen Faucet/Bar Faucet			744-751
Light Fixtures & Bulbs			13-54, 71-89
Microwave			482-504
P-Traps			857-859
Range			482-498
Range Element			539
Range Hood			526
Range Hood Filter			528
Range Pigtail (Cord)			556
Receptacle Cover			145
Refrigerator			482-504
Sink			848-849
Sink Basket/Strainer			850-852
Smoke/CO Alarm			131-137
Supply Lines			950-952
Switch Plate			146-149
Window Blinds			559-569

ADDITIONAL NOTES:

Item	Repair	Replace	Page#
BATHROOM			
Angle Stops			946-949
Bath Hardware			866-877
Cabinet Hinges			463
Cabinet Knobs/Pulls			460-461
Cove Base/Base Trim			447, 588
Door Hinges			449-450
Door Stops			448-450
Drawer Tracks			462
Escutcheons			834
Lavatory Faucet			752-758
Light Fixtures & Bulbs			12-53, 96-104
Medicine Cabinet/Mirror			580-584
Privacy Door Lock			401-407, 409-419, 423-427
P-Traps			857-859
Receptacle Cover			145
Sink			846-847
Shower Arm			772
Showerhead/Hand Shower			766-773
Shower Rod & Brackets			874-876
Supply Lines			950-952
Switch Plate			146-149
Toilet			900-907
Toilet Seat			909-911
Tub & Shower Trim Kit			759-762
Tub Spout			774-776
Vanity			575-577
Vanity Top			579
Window Blinds			559-569

GENERAL MAINTENANCE			
Air Conditioner or Heat Pump (Outdoors)			183-185
Batteries			123-125
Cleaning Chemicals & Supplies			356-365, 386-397
HVAC Supply & Return Registers			250-253
Light Bulbs			12-56
Receptacle Cover			145
Smoke/CO Alarm			131-137
Surface Repair/Wall Patch/ Caulk/Primer			610-616, 622-627
Switch Plate			146-149
Water Heater			963-975