

# Preventative Maintenance + TurnOver Checklist

Checked  
Completed

Ensure all items are checked. Mark complete if you actually performed the task. Record additional items on backside. Upload completed checklist to Buildium task for final submission.

		Replace locks; Provide 4 sets of keys
		Weather stripping and door sweeps secure + functional
		Drip pans replaced; All stove top burners functional
		All heaters serviced and functional
		Dryer vent cleaned and secured
		Bathroom fan serviced + functional
		Replace Smoke & CO detectors if 7+ years old
		Wood surfaces cleaned + polyurethaned
		Linoleum under sinks installed, clean + secure
		All light bulbs correct + functional
		All exterior windows and doors open and close easily with locks
		All appliances clean + fully functional
		Hood vent fan cleaned
		Loose door and cabinet hinges secured or replaced
		Lose closet and cabinet shelves secured or replaced
		Sinks and baths checked for leaks; All faucets + shower head secure
		Drains snaked
		Toilet secure to floor; Toilet running / leaks?
		Deck + exterior swept, washed, checked for safety
		Move In Ready Cleaning

