

PUTTING THE PIECES TOGETHER

EXERCISE 1:

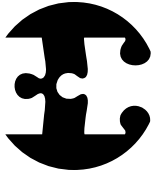
GREEN UNIT TURNOVER & PROPERTY INSPECTION CHECKLIST

GOAL To green unit turnover activities.

DIRECTIONS Review and modify the sample unit turnover checklist to incorporate additional green actions.

| | | | |
|-------------------------------|-------|---------------------------|-------|
| SCHEDULING | _____ | CARPET CLEANERS ON | _____ |
| SUBMITTED TO MAINT. ON | _____ | EXTERMINATION ON | _____ |
| UNIT NUMBER | _____ | DATE COMPLETED | _____ |
| TERMINATION DATE | _____ | MOVE-IN DATE | _____ |
| MOVE-OUT DATE | _____ | EMPLOYEE INITIALS | _____ |
| PAINTERS ON | _____ | | |

- MECHANICAL**
- _____ Set heat to 55 degrees.
 - _____ Check replacement reserve schedule for MEP Systems.
 - _____ Check that air conditioner units are operative.
 - _____ Turn off all air conditioner units.
 - _____ Between Nov-April install AC sleeve cover or remove unit.
 - _____ Remove air conditioner filters, wash/replace and return.
 - _____ Clean air conditioner grill(s). Check/repair AC sleeve caulking.
 - _____ Check heaters for proper operation.
 - _____ Check thermostat function.
 - _____ HEPA vacuum and wipe baseboard radiators.



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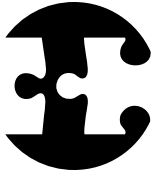
APPLIANCES

- _____ Set oven to required temperature for cleaning.
- _____ Check to ensure refrigerator is Energy Star - if not, replace with Energy Star model.
- _____ Check to ensure dishwasher is Energy Star - if not, replace with Energy Star model.
- _____ Direct vent kitchen stove exhaust where possible.
- _____ Check operation of disposal by running with ice cubes and water.
- _____ Soak refrigerator and stove parts as needed. Remove refrigerator condensate pan, wash and return to unit.
- _____ Wash refrigerator inside and out. HEPA vacuum and use green cleaning product.
- _____ Wash refrigerator and stove parts; use green cleaning product.
- _____ Clean floor and walls behind stove and refrigerator. Report pest droppings, apply borate.*
- _____ Clean stove top and ovens using green cleaning product.
- _____ Reassemble stove and refrigerator.
- _____ Make sure stove and refrigerator are operating properly.
- _____ Set refrigerator to lowest temperature.
- _____ Check stove and pilot lights. Light as needed.
- _____ Clean hood fan and filter, use green cleaning product.
- _____ Clean dishwasher, use green cleaning product.

** Note: Some states require a licensed pesticide applicator apply borates.*

ELECTRICAL

- _____ Clean light fixtures and shades.
- _____ Check to ensure all light fixtures are Energy Star - if not, replace with Energy Star fixtures.
- _____ Clean all switch and outlet plates.
- _____ Replace any burnt out bulbs. Use CFL or energy efficient.
- _____ Hard wire CO detectors or use 5 year battery detectors and test.
- _____ Hard wire smoke detectors and test.
- _____ Check door bell.
- _____ Check operation of CO alarms, if present.
- _____ Clean bath light and check bath fan operation/grills. Install Energy Star bath fan/light where possible, on timer.



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PLUMBING

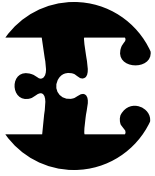
- _____ Check operation of toilets, gpf <1.6.
 - _____ Check GPF of toilets, replace > 1.6 with Water Sense Toilet <1.3 gpf
 - _____ Test toilet flapper; check for leaks with dye test.
 - _____ Check showerhead; if not <1.75 gpm install new head.
 - _____ Check faucet aerators <1.5 kitchen <.5 bath & check shower diverter.
 - _____ Check kitchen sink, bath tub + shower faucets for proper operation. Replace parts as needed.
 - _____ Check under kitchen and bath sinks for leaks. Repair as needed.
 - _____ Fill holes to exterior walls under kitchen or bath.
 - _____ Caulk tub shower area and sink/backsplashes, if needed.
 - _____ Replace toilet seats, if needed.
 - _____ Check all G.F.I. Outlets.
 - _____ Clean sinks, toilets, baths, showers, tiles, use green cleaner.
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WINDOWS/ PATIOS/ PORCHES

- _____ Wash all window, use green cleaner.
 - _____ Check shades/blinds for proper operation and appearance. Clean or replace.
 - _____ Caulk all windows, storms, rebalance, caulk and ensure operation.
 - _____ Check weatherstripping on apartment front and rear entry doors and correct if needed.
 - _____ Check for operating storm door to exterior, install door sweeps and weatherstrip as needed.
 - _____ Check all traverse rods for proper operation. Repair or replace, as needed.
 - _____ Clean patio door tracks, decks, if present, use green cleaner.
 - _____ Make sure porches/patios are clean.
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CLOSETS CABINETS/ SHELVING/ COUNTERS

- _____ Make sure closet doors (especially bi-folds) open and close properly.
- _____ Make sure cabinets and draws open and close properly.
- _____ Clean shelving and make sure it is secure.
- _____ Clean doors, door tracks and interiors of closets, cabinets and draws.
- _____ Clean medicine cabinet and other mirrors.
- _____ Clean all counters.
- _____ Wipe all door jambs, sills and woodwork.



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FLOORING

- _____ Damp mop and wax all wood floors - use green cleaners
- _____ Remove spots and wipe clean all tile floors. Wax.
- _____ HEPA vacuum carpeting and check for necessary repair.
- _____ Shampoo carpets. Do not close up unit with wet carpet.
- _____ Wipe clean all base cove molding.

MISCELLANEOUS

- _____ Inspect for pest droppings, report problems.
- _____ Apply baits/gel or boric acid behind appliances etc. if there's a persistent cockroach issue
- _____ If mice, seal holes and cracks and install door sweep.
- _____ Change exterior door and mailbox locks. Update maintenance file keys.
- _____ Perform final check for dust.
- _____ Remove all working materials. Check for mislaid tools.
- _____ Make sure no trash is left behind. Check for recycling bins.
- _____ Lock apartment door and deliver keys to office.

APPROVALS

APPROVED BY SUPER

DATE

APPROVED BY MANAGER

DATE