Green Healthy Unit Turnover Checklist

Scheduling	Submitted to Maintenance by on	
Unit No.	Termination Date	Move-Out Date
Painters on	Carpet Cleaners on	Extermination on
Date Completed	Move-in Date	Employee Initials

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.**

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 filte, **use green cleaning product**.
☐	Clean dishwasher, **use green cleaning product**.

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.**

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; eheak 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.**

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 any doors 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.

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.

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 is 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.

Comments/Approvals

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

Approved by Superintendent	on		Approved by Manager	on