# Green Healthy Unit Turnover Checklist

## Scheduling
- Submitted to Maintenance by on
- Move-In Date
- Employee Initials

## Mechanical
1. **Set heat to 55 degrees.**
2. **Check replacement reserve schedule for MEP Systems.**
3. **Check that air conditioner units are operative.**
4. **Turn off all air conditioner units.**
5. **Between Nov-April install AC sleeve cover or remove unit.**
6. **Remove air conditioner filters, wash/replace and return.**
7. **Clean air conditioner grill(s).**
8. **Check/repair AC sleeve caulking.**
9. **Check heaters for proper operation.**
10. **Check thermostat function.**
11. **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.**
- **Clean refrigerator grill(s).**
- **Check/repair AC sleeve caulking.**
- **Check heaters for proper operation.**
- **Check thermostat function.**
- **HEPA vacuum and wipe baseboard radiators.**

## 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 fanlight 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; check for leaks with dye test.**
- **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.**
- **Caulk tub shower area and sink/backsplashes, if needed.**
- **Check under kitchen and bath sinks for leaks. Repair as needed.**
- **Check kitchen sink, bath tub + shower faucets for proper operation. Replace parts as needed.**
- **Caulk tub shower area and sink/backsplashes, if needed.**
- **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, caulking 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 jams, 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.*

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