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

EXTERMINATION ON

DATE COMPLETED

MOVE-IN DATE

EMPLOYEE INITIALS

SUBMITTED TO MAINT. ON

UNIT NUMBER

TERMINATION DATE

MOVE-OUT DATE

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.
# PUTTING THE PIECES TOGETHER

## EXERCISE 1:

**GREEN UNIT TURNOVER & PROPERTY INSPECTION CHECKLIST**

### 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 state 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.
<table>
<thead>
<tr>
<th>PLUMBING</th>
<th>WINDOWS/ PATIOS/ PORCHES</th>
<th>CLOSETS CABINETS/ SHELVING/ COUNTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check operation of toilets, gpf &lt;1.6.</td>
<td>Wash all window, use green cleaner.</td>
<td>Make sure closet doors (especially bi-folds) open and close properly.</td>
</tr>
<tr>
<td>Check GPF of toilets, replace &gt;1.6 with Water Sense Toilet &lt;1.3 gpf</td>
<td>Check shades/blinds for proper operation and appearance. Clean or replace.</td>
<td>Make sure cabinets and draws open and close properly.</td>
</tr>
<tr>
<td>Test toilet flapper; check for leaks with dye test.</td>
<td>Caulk all windows, storms, rebalance, caulk and ensure operation.</td>
<td>Clean shelving and make sure it is secure.</td>
</tr>
<tr>
<td>Check showerhead; if not &lt;1.75 gpm install new head.</td>
<td>Check weatherstripping on apartment front and rear entry doors and correct if needed.</td>
<td>Clean doors, door tracks and interiors of closets, cabinets and draws.</td>
</tr>
<tr>
<td>Check faucet aerators &lt;1.5 kitchen &lt;.5 bath &amp; check shower diverter.</td>
<td>Check for operating storm door to exterior, install door sweeps and weatherstrip as needed.</td>
<td>Clean medicine cabinet and other mirrors.</td>
</tr>
<tr>
<td>Check kitchen sink, bath tub + shower faucets for proper operation. Replace parts as needed.</td>
<td>Check all traverse rods for proper operation. Repair or replace, as needed.</td>
<td>Clean all counters.</td>
</tr>
<tr>
<td>Check under kitchen and bath sinks for leaks. Repair as needed.</td>
<td>Clean patio door tracks, decks, if present, use green cleaner.</td>
<td>Wipe all door jambs, sills and woodwork.</td>
</tr>
<tr>
<td>Fill holes to exterior walls under kitchen or bath.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

APPROVED BY MANAGER

DATE

DATE