

## RENTAL UNIT CHECKLIST

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Unit #/Name:** \_\_\_\_\_

**Employee(s):** \_\_\_\_\_

### DAILY/REGULARLY

- Exterior lighting over entrances/exits and walkways working properly
- NFPA approved fire extinguisher(s) in proper place(s)/fully charged/inspected and maintained per NFPA standards
- Approved smoke detectors in proper place/working properly
- Locks/latches to entry/exit doors working properly
- Showers/bathroom floors have non-skid matting/flooring
- All fixtures/furniture/appliances in good/proper working condition
- Maintenance logs kept/updated as necessary whenever repairs/complaints are made

### WEEKLY/MONTHLY

- NFPA approved fire extinguisher(s) in proper place(s)/fully charged/inspected and maintained per NFPA standards
- GFCI outlets tested
- Circuit breaker boxes/thermostats locked if accessible to public
- Room(s) inspected for slip/trip/fall hazards

### ANNUALLY/BIANNUALLY

- NFPA approved fire extinguisher(s) in proper place(s)/fully charged/inspected and maintained per NFPA standards
- Approved smoke detectors in proper place/working properly/change battery
- Entry/exit steps/ramps/decks/railings in good condition(built to building code) and painted w/yellow stripes to call attention to them
- Electric outlets in the presence of moisture have GFCI's installed per NEC
- Fluorescent lights covered or encased in protective plastic tubes to prevent shattering
- Hot water heater enclosed to prevent tampering

*Disclaimer: The preceding sample checklist is provided as an example for informational purposes. We recommend you look over the checklist as you may need to add or delete items or the time frames depending on your operation and usage. Evergreen makes no charge of being experts in any field other than insurance. These documents are provided for informational purposes and we advise that you check with local, state or federal authorities regarding codes or ordinances in your area.*