

# Non-Operational Properties Checklist

Property Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspected By: \_\_\_\_\_

*\*Any problem that is identified should be carefully logged. In case of an emergency, please contact the local authorities and/or emergency contact person for the property immediately*

## Building Exterior

	Comments
Are all lights working?	<input type="checkbox"/> _____
Are all doors and windows closed and locked?	<input type="checkbox"/> _____
Is all refuse cleaned up and disposed of?	<input type="checkbox"/> _____
Are all walkways and driveways cleared of snow and ice?	<input type="checkbox"/> _____
Is there signage on the doors?	<input type="checkbox"/> _____
Are there any signs of vandalism, broken windows/lights?	<input type="checkbox"/> _____
Are there any vehicles parked in the parking lot?	<input type="checkbox"/> _____
Check all exterior garbage containers	<input type="checkbox"/> _____
Look for footprints around the property when it snows	<input type="checkbox"/> _____
Confirm readerboard is working	<input type="checkbox"/> _____

## Building Interior

Check alarm panel to ensure it is working	<input type="checkbox"/> _____
Check fire alarm panel. Are there any alerts on the panel?	<input type="checkbox"/> _____
Check thermostats. Are they all set for 15 degrees Celsius?	<input type="checkbox"/> _____
Check all non-essential equipment and devices are shut down and unplugged	<input type="checkbox"/> _____
Check all bathrooms for leaks, ensure all toilet seats are up and all drain plugs in sinks and tubs are open	<input type="checkbox"/> _____
Check all storage rooms for leaks on ceiling/walls, odours, unusual noises and temperature	<input type="checkbox"/> _____
Check mechanical room for leaks on ceiling/walls, odours, unusual noises and temperature	<input type="checkbox"/> _____
Check public washrooms for unusual noises, temperature and backed up toilets	<input type="checkbox"/> _____
Check all equipment is operating in mechanical room	<input type="checkbox"/> _____
Check each guest room for leaks/broken pipes, odours, unusual noises and temperature	<input type="checkbox"/> _____
Check around all refrigerators (guest rooms & all others) to see if freezer has defrosted and water has leaked	<input type="checkbox"/> _____
Check all windows and doors securely locked	<input type="checkbox"/> _____
Elevator should be run up & down at least once a day. If there are any issues, contact maintenance	<input type="checkbox"/> _____
Check all laundry areas for leaks, odours, unusual noises and temperature	<input type="checkbox"/> _____
Check and test all emergency lighting to ensure operational	<input type="checkbox"/> _____
Check any fridges/freezers that are running to ensure proper temperatures	<input type="checkbox"/> _____
Check all interior lighting is operational	<input type="checkbox"/> _____
Alternate building lighting to give the impression that building is being regularly checked	<input type="checkbox"/> _____
Check that all mail/newspaper are picked up	<input type="checkbox"/> _____
Check pool (if applicable) water balance and add chemicals if required	<input type="checkbox"/> _____
Check that chemical system & circulation pump are running properly	<input type="checkbox"/> _____