

MAINTENANCE MANAGER

SALES REPRESENTATIVE

PROPERTY MANGER

SALES REPRESENTATIVE PHONE NUMBER

UNIT #		# BEDROOMS	# BATHROOMS	INSPECTION DATE	INSPECTED BY	
ENTRYWAY	Exterior Light Fixtures			971-978		
	Peephole/Door Knocker			1254		
	House/Unit Number			980, 1476		
	Screen/Security Door			1316-1317		
	Exterior Door			1181		
	Door Stop/Hinge/Closer			1260-1264, 1688,1272-1283		
	Door Sweep/Weatherstrip			1287-1288, 1284-1285, 1290-1291		
	Threshold			1289-1290		
	Lockset			1191-1242		
LIVING ROOM	Switch,/Wall/Phone/Cable Plates			680-691		
	Blinds			1127-1151		
	Window Screens			1318		
	Ceiling Fan			902-916		
	Light Fixtures			922-953		
	Crown Molding			1179		
	Cove Base/Base Trim			1164-1166, 1271		
	Flooring			1158-1164		
DINING ROOM	Switch/Wall/Phone/Cable Plates			680-691		
	Blinds			1127-1151		
	Window Screens			1318		
	Ceiling Fan			902-916		
	Light Fixtures			922-953		
	Crown Molding			1179		
	Cove Base/Base Trim			1164-1166, 1271		
	Flooring			1158-1164		
KITCHEN	Switch/Wall/Phone/Cable Plates			680-691		
	GFCI			676-679		
	Light Fixtures			922-953		
	Refrigerator			1014, 1016-1026		
	Icemaker			1072-1073		
	Ice Cube Trays			1071		
	Range			1015-1019, 1027-1030		
	Range Hood/Filters/Repair			1043-1062		
	Range Elements			1059		
	Drip Bowls			1056-1057		
	Oven Rack			1058		
	Broiler Pan			1058		
	Microwave			1015-1019, 1026, 1031-1033		
	Microwave Plate			1047		

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UNIT #		# BEDROOMS	# BATHROOMS	INSPECTION DATE	INSPECTED BY		
		INSPECTED	REPAIR	REPLACE	CATALOG V65 PAGE #	PART #	NOTES
KITCHEN	Sink				55-57		
	Sink Basket/Strainer				331		
	Faucet/Aerator/Handles				20-28		
	Supply Lines				352-357		
	Garbage Disposers				327-329		
	Cabinet Door Hinges				1308-1310		
	Cabinets & Drawers				1094-1109		
	Crown Molding				1165		
	Flooring				1158-1164		
	Cove Base/Base Trim				1164-1166, 1271		
PATIO/BALCONY	Exterior Light Fixtures				971-978		
	Screen/Security Door				1316-1317		
	Exterior Door				1181		
	Door Sweep/Weatherstrip				1287-1288, 1284-1285, 1290-1291		
	Threshold				1289-1290		
	Lockset				1191-1242		
BEDROOM(S)	Bypass Door/Bi-Fold Door				1182-1183, 1186-1189		
	Door Stop/Hinge/Closer				1260-1264, 1688,1272-1283		
	Lockset				1191-1242		
	Closet/Drawer Knobs				1300, 1304-1307		
	Closet Rod/Rack				1155, 1294		
	Switch/Wall/Phone/Cable Plates				680-691		
	Blinds				1127-1151		
	Window Screens				1318		
	Ceiling Fan				902-916		
	Light Fixtures				922-953		
	Crown Molding				1179		
	Flooring				1158-1164		
	Cove Base/Base Trim				1164-1166, 1271		
BATHROOM(S)	Bypass Door				1182-1183		
	Door Stop/Hinge/Closer				1260-1264, 1688,1272-1283		
	Lockset				1191-1242		
	Switch/Wall Plates				680-691		
	GFCI				676-679		
	Light Fixtures				922-953		
	Heat Lamp				838		
	Exhaust Fan				586-590		
	Mirror/Clips				1122		
	Medicine Cabinet				1190-1120, 1450		

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UNIT #		# BEDROOMS	# BATHROOMS	INSPECTION DATE	INSPECTED BY	
BATHROOM(S)	INSPECTED	REPAIR	REPLACE	CATALOG V65 PAGE #	PART #	NOTES
	Sink			58-59		
	Faucet/Pop-Ups & Repair			36-38, 40,42, 44-52, 62		
	Handles & Index Buttons			283-293		
	P-Trap			333-341		
	Angle Stop			359-365		
	Supply Lines			353-357		
	Shower Door			86, 114-115		
	Tub Surround			117-120		
	Showerhead			100-111		
	Escutcheons			294-299		
	Tub Spout			96-97		
	Caulking			1489-1495		
	Toilet			125-139		
	Toilet Seats			140-143		
	Cabinets & Drawers			1110-1124		
	Bath Hardware			60-86		
	Flooring			1158-1164		
Cove Base/Base Trim			1164-1166, 1271			
GENERAL MAINTENANCE	Paint			1481-1488		
	Wall Patch			1500		
	Heater			603-609		
	Air Conditioner			504-511		
	Thermostat			252-355		
	Primer			1481-1482		
	Water Heater			452-463		
	Smoke Alarms/CO Detectors			647-654, 774		
	Batteries			784-790		
	Carpet Cleaner/Vacuum			1583, 1606-1609		
	Cleaning Chemicals & Supplies			1574-1579, 1582-1583		
	Garage Entry Door			1181		
	Light Bulbs			796-892		