

MAINTENANCE EXCELLENCE

MODEL APARTMENT SHOWN? Y ____ N ____

(Score in model column)

MODEL

COMMUNITY: _____

DATE: _____ Judge: _____

SCORE: _____

EXCELLENT 8 GOOD 6-7 AVERAGE 4-5 FAIR 2-3 POOR 1 N/A

GROUNDS:	SCORE
Speed bumps in good condition and clearly marked	
Street asphalt condition (if maintained by township score NA)	
Sidewalks & curbs good condition	
Dumpsters/recycling condition	
Lighting (street and building) in working and good condition	
Sub Total	
BUILDING EXTERIORS:	
Condition of roofs, gutters, shutters, windows, balconies	
Condition of brick or siding	
Entryway into buildings in good condition	
Common hallways (walls, flooring, etc)	
RENTAL OFFICE:	
Office entrance clean and stain free	
Office walls/ceiling in good condition	
Sub Total	
AMENITIES:	
Pool Area: fence and surrounding deck in good repair	
Pool Water clean/clear	
Any & All Amenities: Restrooms clean, fresh	
Any & All Amenities: Rules posted, visible and in good condition	
Any & All Amenity: Safety equipment visible, stocked first aid kit	
Clubhouse/Fitness Center: Area free of litter	
Clubhouse/Fitness Center: Furniture clean and undamaged	
Sub Total	

Comments:

IF Property proves 100% occupancy (availability must be attached) model apartment can be shown. Model Apartments are worth 1/2 points

MAKE READY: APT #	SCORE	MODEL
Bathrooms:		
Overall Cleanliness		
Sink, counters, toilets, tubs in good repair		
Walls, outlets, switch plates cleaned and undamaged		
Kitchen:		
Overall Cleanliness		
Appliances, sink, counter & cabinets clean & undamaged		
Windows/screens/blinds clean & undamaged		
Walls, outlets, switch plates cleaned and undamaged		
Living/Dining Room		
Overall Cleanliness		
Carpets/Wood Floors clean and undamaged		
Windows/screens/blinds clean & undamaged		
Walls, outlets, switch plates cleaned and undamaged		
Bedrooms		
Overall Cleanliness		
Carpets/Wood Floors clean and undamaged		
Windows/screens/blinds clean & undamaged		
Walls, outlets, switch plates cleaned and undamaged		
Miscellaneous		
Laundry area clean and machines undamaged		
Patio/balcony area clean & in good repair		
Walking up to apt (bugs, lighting, mail boxes, door #)		
Sub Total		
MAINTENANCE SHOP:		
Swept free of trash and clean		
Well organized and clutter free		
First aid kit visible, well marked & stocked		
Reports/Binders		
Emergency Plan		
MSDS sheets		
Preventative Maintenance Schedule		
Inventory		
All parts put away in order		
Bins labeled and organized by type		
Sub Total		
TOTAL		
FINAL SCORE		