



Sample inspection, maintenance and repair work order for property managers

It is important to be proactive when it comes to maintenance of your facility. Regular inspections are key, and problem areas should be logged and addressed immediately. Record all maintenance concerns, prioritize resolution of the concerns and document any repairs made.

Items for inspection, maintenance, or repair

Plumbing		
Check if applicable		Comments
Sink(s)	<input type="checkbox"/>	
Faucet(s)	<input type="checkbox"/>	
Toilet(s)	<input type="checkbox"/>	
Shower	<input type="checkbox"/>	
Fixtures	<input type="checkbox"/>	
Bathtub	<input type="checkbox"/>	
Garbage Disposal	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Location:		
Appliances		
Check if applicable		Comments
Stove	<input type="checkbox"/>	
Oven	<input type="checkbox"/>	
Washing Machine	<input type="checkbox"/>	
Dryer	<input type="checkbox"/>	
Dishwasher	<input type="checkbox"/>	
Refrigerator	<input type="checkbox"/>	
Microwave	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Location:		

General Systems		
Check if applicable	Comments	
HVAC	<input type="checkbox"/>	
Electrical	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Location:		
Misc. Issues / Areas		
Check if applicable	Comments	
Walls/Drywall	<input type="checkbox"/>	
Ducts	<input type="checkbox"/>	
Paint	<input type="checkbox"/>	
Cabinets/Storage	<input type="checkbox"/>	
Handrails	<input type="checkbox"/>	
Stairways	<input type="checkbox"/>	
Yard	<input type="checkbox"/>	
Countertops	<input type="checkbox"/>	
Lighting (Ext/Int)	<input type="checkbox"/>	
Gutters	<input type="checkbox"/>	
Parking Area	<input type="checkbox"/>	
Windows	<input type="checkbox"/>	
Doors	<input type="checkbox"/>	
Flooring	<input type="checkbox"/>	
Balconies	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
Location:		
Misc Comments:		