

RESIDENTIAL MAINTENANCE INSPECTION

Property Inspection Sequence Chart
Date: _____ / Unit: _____

Done	Inspection Point	Focus / Action Items	Frequency
1. EXTERIOR ENVELOPE & GROUNDS			
	Roofing & Gutters	Debris removal, shingle integrity, flashing, downspout clearance.	Bi-Annual
	Siding & Masonry	Cracks, spalling, moisture intrusion, paint peeling, weep holes.	Annual
	Foundation & Grading	Settlement cracks, negative grading, vegetation proximity.	Annual
2. MECHANICAL, ELECTRICAL & PLUMBING			
	HVAC Systems	Filter replacement, condensate line flush, coil cleaning.	Quarterly

Done	Inspection Point	Focus / Action Items	Frequency
	Water Heater	Pressure relief valve test, sediment flush, leak check.	Annual
	Electrical Panel	Breaker trip testing, thermal scan, labeling verification.	Bi-Annual

3. INTERIOR & LIFE SAFETY

	Life Safety Alarms	Smoke/CO detector battery swap and decibel test.	Monthly
	Attic & Crawlspace	Insulation levels, pest activity, ventilation efficacy.	Bi-Annual
	Fenestration	Window seals, weatherstripping, locking mechanisms.	Annual

4. KITCHEN & BATHROOMS

Done	Inspection Point	Focus / Action Items	Frequency
	Plumbing Fixtures	Supply line integrity, P-trap leaks, aerator cleaning.	Quarterly
	Sealants & Grout	Caulking around tubs/showers, backsplash integrity.	Bi-Annual

Notes:
