

INSPECTION SEQUENCE CHART

Property Maintenance & Safety Audit

Date: _____
Inspector: _____

DONE	SEQUENCE/AREA	INSPECTION TASK & CHECKLIST ITEM	CONDITION
PHASE 1: EXTERIOR ENVELOPE			
	Roofing	Check for missing shingles, gutter debris, and flashing integrity.	Pass / Fail
	Foundation	Identify hairline cracks, moisture seepage, or settling signs.	Pass / Fail
	Landscaping	Tree limb clearance (min 3ft from structure), drainage slope.	Pass / Fail
PHASE 2: MECHANICAL & ELECTRICAL			
	HVAC System	Filter replacement, condensate line clearance, thermostat test.	Pass / Fail
	Plumbing	Visible leak check at P-traps, water heater pressure valve.	Pass / Fail

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	Electrical	GFCI outlet testing, panel labeling, frayed wiring check.	Pass / Fail
PHASE 3: INTERIOR & SAFETY			
	Safety Devices	Smoke/CO detector battery test and expiration dates.	Pass / Fail
	Attic/Basement	Insulation levels, ventilation airflow, pest intrusion.	Pass / Fail
	Windows/Doors	Weather stripping integrity, latching mechanisms, seals.	Pass / Fail

NOTES / REMEDIATION REQUIREMENTS: