

RESIDENTIAL MAINTENANCE SEQUENCE

Standard Operating Procedure | Multi-Unit & Single Family

Date: _____
Inspector: _____

#	System/Area	Inspection Protocol & Checkpoints	Status
01	Exterior Shell	Foundation cracks, siding integrity, window seals, drainage/grading, and gutter clearance.	☐ Pass ☐ Fail
02	Roofing System	Shingle condition, flashing at penetrations, chimney mortar, and soffit ventilation.	☐ Pass ☐ Fail
03	HVAC Systems	Filter replacement, condensate line drainage, thermostat calibration, and duct integrity.	☐ Pass ☐ Fail
04	Plumbing & Supply	Supply line leaks, water heater anode rod, P-trap integrity, and shut-off valve functionality.	☐ Pass ☐ Fail
05	Electrical Panel	Breaker labeling, signs of arcing/heat, GFCI testing, and smoke/CO detector battery cycles.	☐ Pass ☐ Fail
06	Interior Finishes	Drywall moisture readings (wet areas), floor leveling, door latching, and cabinetry hardware.	☐ Pass ☐ Fail

#	System/Area	Inspection Protocol & Checkpoints	Status
07	Attic & Insulation	Vapor barrier placement, insulation R-value depth, and signs of pest intrusion.	☐ Pass ☐ Fail

Field Observations & Corrective Actions:

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