

# Interior

## APARTMENT INSPECTION

BUILDING NAME \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

LOCATION \_\_\_\_\_

OPERATOR NAME \_\_\_\_\_

APT # \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_

PROCEDURE	DETAILS	COMPLETE?	COMMENTS	SIGN
<b>WATER EFFICIENCY</b>				
1	Confirm efficient showerhead installed in bathrooms.	Maximum flow rate of 1.5 GPM (Check for EPA "Water Sense" Rated if packaging available)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2	Confirm efficient sink aerators installed in bathrooms.	Maximum flow rate of 1.0 GPM (Check for EPA "Water Sense" Rated if packaging available)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	Confirm water efficient toilet installed in bathrooms.	Maximum flow rate of 1.6 GPF (Check for EPA "Water Sense" Rated if packaging available)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	Check all plumbing fixtures for leaks and corrosion.		<input type="checkbox"/> YES	<input type="checkbox"/> NO
5	Check toilet tanks for leaks with dye pill.	Replace toilet flapper if leak found.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6	Check hot water temperature.	Call manager if over 120F.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>ELECTRIC EFFICIENCY</b>				
1	Energy efficient lighting is present.	Confirm that no incandescent or halogen bulbs are present in hard-wired fixtures. Apartment should only contain CFLs, LEDs, or T8 lighting.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2	Confirm the refrigerator is "Energy Star" rated and check refrigerator door seal.	Clean and disconnect (or turn down refrigerator) while unit is vacant.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	Confirm the dishwasher is ENERGY STAR®-rated.		<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	Confirm OTHER appliances are "Energy Star" rated		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>HEATING / COOLING EFFICIENCY</b>				
1	Check radiators/ baseboard for leaks, damage and working valves/vents.	Turn off radiator valves while vacant.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2	Ensure heating controls are installed and working.	For baseboard hot water and steam radiators, consider installing Thermostatic Radiator Valves (TRVs).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	Confirm the PTAC unit is "Energy Star" rated.	Minimum EER rating of 13.8 (for most common sizes)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

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4	Ensure the PTAC/fan-coil unit is cleaned thoroughly.	Follow the procedures on the "Annual PTAC Task Checklist"	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
5	Ensure the cooling controls are set-up properly.	If there is a programmable thermostat, make sure the date and time are set correctly. Leave instructions to show tenant how to program.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
6	Record apartment and outdoor tempature.		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
7	Check all windows/ AC sleeves/ pipe penetrations for air, water, or pest infiltration. Ensure all windows close and lock tightly.	Seal any small gaps, report large gaps, windows that don't close and lock.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>VENTILATION EFFICIENCY</b>					
1	Clean ALL exhaust fan grills.	Exhaust vents located in kitchens and bathrooms. Grill should be removed and cleaned with a soft detergent.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
2	Install constant air regulator (CAR) in ALL exhaust ducts.	The Constant Air Regulator should be selected to meet the maximum ventilation rate of the local code.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_