

PROJECT INSPECTION REPORT

Project Name: **PROJECT NAME**

Address: _____

City/Town: _____

of Units: _____

Inspection Date: _____

Directions:

Code:
 A = Acceptable
 M = Maintenance Needed (to be performed within 1 year)
 R = Requires immediate attention

ITEMS INSPECTED	COMMENTS	A	M	R
Exterior Space:				
• Lawns				
• Trees & Shrubs				
• Paving				
• Steps, Ramps, Wheelstops				
• Play Area				
• Drainage - Ponding or Erosion				
• Trash Collection Area				
• Fire and Safety Hazards				
• Other				
Buildings:				
• Exterior Walls, Foundations, Caulking				
• Exterior Painting/Siding				
• Porches & Balconies				
• Roofs, Flashing, Chimneys & Vents				
• Attics – Insulation and Ventilation				
• Crawl Spaces, Basements				
• Rain Diverters, Gutters, Downspouts				
• Common Areas - Foyer, Halls, Stairs				
• Community Space & Laundry				
• Maintenance Areas & Equipment				
• Fire & Security Equipment				
• Other				

Contact Person (Property Manager):

Phone #:

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List of New Improvements/Comments:

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-
-

Date: _____

Signature: _____