

MAKE READY FORM

BUILDING _____
 WORK DONE BY _____
 DATE _____

UNIT NO. _____
 TIME STARTED _____
 TIME COMPLETED _____

MOVED OUT _____
 RE-RENTED FOR _____

CLEANING Kitchen

OVEN
STOVE
RANGE HOOD
REFRIGERATOR
DISHWASHER
SINK
CABINETS & PANTRIES
COUNTER TOPS
WINDOWS
DOORS & WOODWORK
LIGHT FIXTURES & COVERS
FLOOR
CLOSETS & STORAGE
DRAPES & BLINDS
HARDWARE
WALL PLATES/SWITCH PLATES
OTHER

CLEANING Bathroom

BATHTUB
LAVATORIES
TOILET
CABINETS & STORAGE
MIRRORS & MEDICINE CABINETS
COUNTER TOPS
EXHAUST FANS
WINDOWS
DOORS & WOODWORK
LIGHT FIXTURES & COVERS
FLOOR
CLOSETS & STORAGE
DRAPES & BLINDS
HARDWARE
WALL PLATES/SWITCH PLATES
OTHER

CLEANING balcony/patio

CEILING
WALLS
WOODWORK & RAILS
DOORS
WINDOWS
FLOOR
LIGHT FIXTURES & COVERS
STORAGE AREAS
OTHER

CLEANING other rooms

CEILING
WALLS
DOORS & WOODWORK
WINDOWS
FLOOR
CLOSETS & STORAGE
LIGHT FIXTURES & COVERS
DRAPES & BLINDS
HARDWARE
WALL PLATES/SWITCH PLATES
OTHER

PAINTING General

REMOVE ALL HOOKS & NAILS
PATCH HOLES
CAULK UNITS
REPAIR SHEETROCK
LIVING ROOM
KITCHEN
HALLWAY
BATHROOMS
BEDROOMS
CLOSETS
WOODWORK
INTERIOR DOORS
EXTERIOR DOORS
CEILINGS
OTHER

CARPET General

CLEANED
STRETCHED
REPAIRED
DYED
COLOR
OTHER

MISC. check condition

WATER HEATER AREA
FURNACE AREA
WASHER AREA
DRYER AREA
VACUUM DRAPERIES & RODS
OTHER

MAINTENANCE General

EXTERIOR DOORS & THRESHOLDS
LOCKS/KEYS
WEATHER STRIPPING
KNOCKER/BELL & PEEPHOLE
ELEC. PANEL (CIRCUITS & LABELS)
H.W.H. (DRAIN 5 GALLONS)
POP-OFF VALVE (CHECK)
FLOORS, KITCHEN & BATHS
ELECTRICAL -SWITCHES, RECEPT
LIGHT FIXTURES, BULBS, COVERS
SMOKE DETECTORS
FIRE EXTINGUISHERS
AIR CONDITIONING & HEATING
HVAC FILTERS
REFRIGERATOR (OPERATING & LEVEL)
STOVE & HOOD (OPERATING & LEVEL)
DISHWASHER (OPERATING & LEVEL)
DISPOSAL (OPERATING & LEAKS)
WASHER (OPERATING & LEVEL)
DRYER (OPERATING & LEVEL)
WINDOW -SCREENS, LOCKS, TRACKS
PATIO DOOR-LOCK, SCREEN, TRACK
BALCONY-PATIO, FENCE, DECK
FIREPLACE-SCREEN, ETC
CURTAIN RODS & BLINDS
WOODWORK
DOOR STOPS & HARDWARE
BI-FOLD & BI-PASS DOORS
DOORS (DRAG-OPEN-CLOSE)
KITCHEN CABINETS (KNOBS, ETC)
KITCHEN COUNTER TOPS
KITCHEN PLUMBING
KITCHEN TILE/FLOOR
BATHROOM COUNTER TOPS
BATHROOM PLUMBING
BATHROOM TILE
MEDICINE CABINET
CAULKING
FLUSH A/C CONDENSATE, DRAIN
OTHER

Materials Used: (Use back if more room is required.)

Item _____ Part Number _____ Stock No. _____ Qty. _____
 Item _____ Part Number _____ Stock No. _____ Qty. _____
 Item _____ Part Number _____ Stock No. _____ Qty. _____

Completed by _____ Date _____

Final Inspection Performed by _____ Date _____