

Quarterly property walk sheet

One sheet for the quarterly walk, in a fixed order, with a box to tick beside every item.
Print it, carry it, and keep each quarter on file.

Exterior and entrances

- ☐ Paving and walkways: trip hazards at joints and thresholds
- ☐ Line markings, accessible bay markings and signage legibility
- ☐ Trash room: gate hardware present and latching
- ☐ Fencing, gates and keypads: pedestrian gate closes properly
- ☐ Drainage: drains and channels, anything visibly blocked
- ☐ Vegetation touching the building
- ☐ Paint by elevation: chalking, fading, blistering
- ☐ Stucco cracking; tap-test anywhere that looks suspect
- ☐ Staining below windows, copings and penetrations
- ☐ Metalwork: railings, stairs, frames and fasteners, especially near the coast
- ☐ Roof edge, parapet and any downspout discharging where it should not
- ☐ Floor finishes and matting at entrances, any lifting edge

Doors and hardware

- ☐ Every entrance door: open it, let it go, confirm it closes and latches on its own
- ☐ Closer body: oil weeping at the seals or valve screws
- ☐ Closer arm and fasteners: loose screws, bent arm, cracked bracket
- ☐ Hinges: lift and push the door by the edge, check for movement, loose screws, worn pins, cracked leaves
- ☐ Gaps around the frame and strike plate alignment
- ☐ Threshold, weatherstripping and floor stop: nothing preventing full closing
- ☐ Opening force on accessible entrances
- ☐ Every exit device pushed once, flat-handed: releases in one motion
- ☐ Nothing added to an exit door: chains, padlocks, bolts
- ☐ Nothing stacked in front of an exit, inside or outside
- ☐ Fire doors close and latch fully from any angle, nothing wedging them
- ☐ Every lock off the main circulation operates
- ☐ Mechanical room doors secured, access controlled

Glass

- ☐ Glazing at entrances and storefront: chips and cracks
- ☐ Sealed units: fogging between the panes
- ☐ Sealant joints around windows and doors: checked by eye and thumbnail at ground level

Interior walls and ceilings

- ☐ Ceiling tiles: missing, damaged or stained, with the location of each stain
- ☐ Wall damage at cart and equipment height
- ☐ Stockroom shelving condition, nothing overloaded
- ☐ Cleaner stores and chemical storage tidy and secured

Lighting

- ☐ Lot and exterior lighting: any obviously failed heads (check after dark)
- ☐ Corridor and stairwell lighting: any lamp out
- ☐ Exit signage present and illuminated
- ☐ Emergency lighting tested where your regime provides for it, result recorded
- ☐ Any lighting fault involving wiring, ballasts or drivers: flag for a licensed electrician, do not open the fixture

Restrooms and water signs

- ☐ Fixtures, sealant and tile in good order
- ☐ Restroom doors and locks operate
- ☐ Extract fan running
- ☐ Any sign of water: staining, damp smell, efflorescence on masonry
- ☐ Visible leaks or staining beneath equipment
- ☐ Condensate lines discharging where they should
- ☐ Panel doors closed and labeled, clear access in front of them
- ☐ Roof access secured, hatch or ladder in safe condition

Notes and photos

- ☐ For each fault: location, what you saw, a photograph
- ☐ Priority group: safety and compliance, then tenant impact, then presentation
- ☐ Items that were sound, with date and observation
- ☐ Compared with last quarter: new, unchanged or worse
- ☐ Walk completed by, date and start time