

# Tenant move-out punch list for commercial units

Print it, walk the unit with a pen, and tick each line. It follows the order the work should happen in, so nothing is painted twice.

## Before the tenant leaves

- ☐ Ask for the key list: how many were issued, not how many are coming back
- ☐ Get the landlord surrender checklist in writing, if there is one
- ☐ Compare against the entry condition record; note damage that was there on day one
- ☐ Walk the occupied unit to see what is the tenant fixture and what is the building
- ☐ Agree in writing who pays for the rekey and for any making good the tenant will do themselves

## Strip-out and clearance

- ☐ Shelving, wall units, brackets, hooks and rails removed
- ☐ Wall-mounted screens and equipment mounts removed
- ☐ Partition tracks and fasteners removed
- ☐ Cable runs and data points checked above the ceiling and behind counters (electrical cabling: licensed contractor)
- ☐ Adhesive residue and abandoned items cleared from floors

## Walls and paint

- ☐ Nail and screw holes filled and sanded
- ☐ Anchor holes and cut-outs patched with joint compound in coats, feathered wide
- ☐ Anchor holes in block and concrete filled properly, not smeared over
- ☐ Partition scars where a wall met a ceiling or floor repaired
- ☐ Crushed metal corner bead replaced, not skimmed over
- ☐ Dents and gouges at knee and hip height repaired
- ☐ Scuffed walls washed before painting
- ☐ Original color and sheen confirmed; whole wall repainted corner to corner where a patch would show
- ☐ Unpainted rectangle behind fitted counters and where signage hung repainted
- ☐ Stained or cracked wall areas traced to the source before painting over

## Ceilings

- ☐ Stained, cracked or missing tiles replaced like for like
- ☐ Cut tiles from around old services replaced properly
- ☐ Bent ceiling grid straightened or replaced
- ☐ Brown rings checked: is the leak active or old? Find out before painting (plumbing source: licensed contractor)
- ☐ Dead lamps replaced (ballast, driver or wiring faults: licensed electrician)
- ☐ Loose fixtures refixed to their bracket (any wiring: licensed electrician)

## Doors and hardware

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- ☐ Every door: hinges tight, closer working, latch catching on its own
- ☐ Handles and levers secure, no play or lifting needed to lock
- ☐ Exit devices release in one motion
- ☐ Thresholds and weatherstripping intact
- ☐ Door edges, casing and baseboard damage repaired or replaced
- ☐ Stockroom, riser and roof access doors checked, not only the front door
- ☐ Powered doors and gates checked for wear (operator and controls: licensed contractor)

## Locks, keys and access

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- ☐ Every key, fob and card returned and counted against the issue list
- ☐ Credentials issued to the tenant revoked at the controller
- ☐ Shared alarm code changed
- ☐ Tenant-added keypads, padlocks and smart locks removed or handed over with codes
- ☐ Original cylinders restored where the tenant changed them
- ☐ Cylinders off the main route rekeyed: stockrooms, roof access, risers, cages and gate padlocks
- ☐ Full rekey done last, after all contractors are finished and before the next party has access
- ☐ Master key system scoped before rekeying, so other tenants are not locked out

## Glass

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- ☐ Storefront and interior glass checked for chips and cracks not on the entry record
- ☐ Glass doors and sliding doors operating properly
- ☐ Any full replacement that needs a permit flagged: permitted work goes to a licensed contractor

## Fixtures with no wiring

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- ☐ Cabinet doors, drawer runners and shelving brackets fixed
- ☐ Silicone and sealant renewed around sinks, backsplashes and window reveals
- ☐ Blinds present and working
- ☐ Floor tile lifted or missing replaced
- ☐ Outlet covers present (outlets and switches: licensed electrician)
- ☐ Dripping faucets and failed fixtures noted (plumbing: licensed contractor)
- ☐ Air handler noted for service (HVAC: licensed contractor)

## Signage holes and exterior

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- ☐ Exterior and fascia signage removed
- ☐ Anchor holes in masonry or stucco filled and sealed
- ☐ Unpainted sign rectangle repainted so it does not show from the street

## The photo record

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- ☐ Photographs of the empty unit taken before any work starts, with the date in the file
- ☐ Every wall, door, ceiling and floor photographed after the work is done
- ☐ Photos named by punch list item number
- ☐ Model and serial labels photographed on equipment
- ☐ Landlord representative walk-through done, sign-off on the checklist requested in writing
- ☐ Items the landlord adds afterward checked against the photographs