

Daily Property Inspection Checklist

A photo-first SOP for property managers, cleaning supervisors, and field teams. Use this checklist to document what was checked, when it was checked, and what condition the property was in.

Property name		Date	
Inspector		Weather	
Inspection start time		Inspection end time	
Property / building / unit notes			

1. Exterior and Curb Appeal

Checkpoint	Photo to capture	Issue / follow-up notes	Done
Main entrance	Entrance, doors, signage, access area	Damage, trash, blocked access, broken hardware	[]
Parking lot	Wide photo of parking condition	Trash, potholes, blocked spaces, safety issue	[]
Trash / dumpster area	Dumpster level and surrounding area	Overflow, illegal dumping, missed pickup	[]
Landscaping	Lawn, shrubs, irrigation, walkways	Overgrowth, standing water, dead plants	[]
Exterior lighting	Fixtures and dark areas	Broken lights, exposed wiring, unsafe area	[]
Gates / access points	Locks, keypad, gate, access path	Access failure, damage, security concern	[]

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Continue the same route each day so records stay consistent across team members, properties, and vendors.

2. Common Areas and Amenities

Checkpoint	Photo to capture	Issue / follow-up notes	Done
Lobby / entry area	Overall cleanliness and floor condition	Spills, odors, trash, damaged surfaces	<input type="checkbox"/>
Hallways	Representative hallway photos	Stains, wall damage, poor lighting, clutter	<input type="checkbox"/>
Stairs / handrails	Stairs, rails, landings, exits	Trip hazards, loose rail, debris	<input type="checkbox"/>
Elevator area	Floor, buttons, doors, signage	Damage, trash, service issue	<input type="checkbox"/>
Mailroom / packages	Mailroom and package area	Overflow, clutter, access issue	<input type="checkbox"/>
Amenities	Gym, laundry, pool, lounge, or other shared area	Cleaning issue, broken equipment, safety issue	<input type="checkbox"/>

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3. Mechanical and Utility Areas

Checkpoint	Photo to capture	Issue / follow-up notes	Done
Mechanical room	Entrance and general room condition	Access issue, clutter, unsafe storage	[]
Electrical area	Panel area and clearance	Open panel, blocked clearance, visible hazard	[]
HVAC equipment	Equipment, filters, warning lights	Noise, leak, damage, service needed	[]
Water heater / boiler	Tank, floor, pipes, surrounding area	Leak, rust, standing water, stain	[]
Utility closets	Closet interior and access	Clutter, water stain, blocked access	[]
Safety equipment	Fire extinguisher, signage, safety equipment	Missing item, expired tag, blocked access	[]

4. Vacant Units and Turnover

Checkpoint	Photo to capture	Issue / follow-up notes	Done
Unit identification	Unit number and front door	Wrong unit, lock issue, access issue	[]
Room overviews	Each room from the doorway	Overall condition and move-in readiness	[]
Walls / floors	Corners, baseboards, flooring, carpet	Scuffs, holes, stains, scratches	[]
Kitchen / appliances	Counters, sink, cabinets, inside/outside appliances	Damage, dirt, missing part, failed cleaning	[]
Bathrooms	Toilet, sink, tub/shower, mirror, floor	Leaks, stains, mold concern, broken fixture	[]
Safety items	Smoke detector, CO detector, window and door locks	Missing item, failed test, lock issue	[]

Move-In / Move-Out Photo Standard

Use this unit-level checklist when a tenant moves in, moves out, or when a unit is prepared for turnover. Aim for at least 30 photos per unit, with both overview shots and close-ups for any existing damage.

Required unit photos	Notes	Done
Unit number and front door		<input type="checkbox"/>
Entry floor, door, lock, and threshold		<input type="checkbox"/>
Living room overview from doorway		<input type="checkbox"/>
Bedroom overviews from doorway		<input type="checkbox"/>
Closets and storage areas		<input type="checkbox"/>
Walls, corners, baseboards, and flooring		<input type="checkbox"/>
Kitchen overview, sink, counters, and cabinets		<input type="checkbox"/>
Inside and outside of major appliances		<input type="checkbox"/>
Bathroom overview, toilet, tub/shower, sink, mirror, and floor		<input type="checkbox"/>
Smoke detector, carbon monoxide detector, windows, and locks		<input type="checkbox"/>
Existing damage with one overview photo and one close-up photo		<input type="checkbox"/>
Signed move-in / move-out checklist photographed and saved with unit record		<input type="checkbox"/>

Follow-Up Routing

Action items	Notes	Done
Create maintenance ticket for urgent issue		<input type="checkbox"/>
Escalate cleaning issue before move-in or showing		<input type="checkbox"/>
Notify owner or asset manager if risk needs visibility		<input type="checkbox"/>
Archive routine inspection photos by property, unit, and date		<input type="checkbox"/>
Share weekly photo album or report with owner when needed		<input type="checkbox"/>
Confirm all photos are uploaded and searchable before closing inspection		<input type="checkbox"/>

Photo-first rule: A checklist proves a task was marked. A photo record proves the condition. For high-risk areas, capture both the overview and the detail so the record is clear later.