**HOA MAINTENANCE CHECKLIST**

**HOA Site** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Inspector** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **EXTERIORS** | | | | | |
|  | **Areas to be Inspected** | **Yes** | **No** | **N/A** | **Remarks** |
| 1 | Foundation |  |  |  |  |
| 2 | Walls |  |  |  |  |
| 3 | Doors and Screens |  |  |  |  |
| 4 | Windows |  |  |  |  |
| 5 | Siding and Trims |  |  |  |  |
| 6 | Roof and Roof Shingles |  |  |  |  |
| 7 | Gutters and Downspouts |  |  |  |  |
| 8 | Exterior Paint |  |  |  |  |
| 9 | Exterior Vents |  |  |  |  |
| 10 | Exterior Light Fixtures |  |  |  |  |
| 11 | Driveway |  |  |  |  |
| 12 | Sidewalks |  |  |  |  |
| 13 | Parking Lots |  |  |  |  |

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| **LANDSCAPE AND GROUNDS** | | | | | |
|  | **Areas to be Inspected** | **Yes** | **No** | **N/A** | **Remarks** |
| 1 | Irrigation System |  |  |  |  |
| 2 | Sprinklers |  |  |  |  |
| 3 | Trees and Shrubs |  |  |  |  |
| 4 | Yards and Lawns |  |  |  |  |
| 5 | Entrance Flowers |  |  |  |  |
| 6 | Weed Control and Fertilization |  |  |  |  |
| 5 | Fences |  |  |  |  |
| 6 | Gates |  |  |  |  |

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| **SAFETY AND SECURITY** | | | | | |
|  | **Areas to be Inspected** | **Yes** | **No** | **N/A** | **Remarks** |
| 1 | Security Cameras |  |  |  |  |
| 2 | Security Alarms |  |  |  |  |
| 3 | Fire Extinguishers |  |  |  |  |
| 4 | Smoke Detectors |  |  |  |  |
| 5 | Exit Doors |  |  |  |  |

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| **INTERIORS** | | | | | |
|  | **Areas to be Inspected** | **Yes** | **No** | **N/A** | **Remarks** |
| 1 | Attic Vents and Screens |  |  |  |  |
| 2 | Indoor Vents |  |  |  |  |
| 3 | Interior Walls |  |  |  |  |
| 4 | Interior Windows |  |  |  |  |
| 5 | Ceiling |  |  |  |  |
| 6 | Stairs and Railings |  |  |  |  |
| 7 | Floors and Carpets |  |  |  |  |
| 8 | Doors and Hardware |  |  |  |  |
| 9 | Firebox and Flue |  |  |  |  |
| 10 | Tiles and Caulk |  |  |  |  |

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| **ELECTRICAL** | | | | | |
|  | **Areas to be Inspected** | **Yes** | **No** | **N/A** | **Remarks** |
| 1 | Switches and Cover Plates |  |  |  |  |
| 2 | Exposed Wiring |  |  |  |  |
| 3 | Electrical Panels |  |  |  |  |
| 4 | Timers and Photocells |  |  |  |  |
| 5 | Interior Light Fixtures |  |  |  |  |
| 6 | HVAC and Filters |  |  |  |  |
| 7 | Exterior Power Connections |  |  |  |  |
| 8 | Utility Poles |  |  |  |  |

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| **PLUMBING** | | | | | |
|  | **Areas to be Inspected** | **Yes** | **No** | **N/A** | **Remarks** |
| 1 | Toilets |  |  |  |  |
| 2 | Showers and Fixtures |  |  |  |  |
| 3 | Sinks and Fixtures |  |  |  |  |
| 4 | Drains |  |  |  |  |
| 5 | Sewage Systems |  |  |  |  |
| 6 | Hot Water Heater |  |  |  |  |
| 7 | Water Pipes |  |  |  |  |
| 8 | Drinking Fountains |  |  |  |  |
| 9 | Kitchen Sinks and Hardware |  |  |  |  |
| 10 | Hand Wash Basins |  |  |  |  |

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| **COMMON AREAS AND AMENITIES** | | | | | |
|  | **Areas to be Inspected** | **Yes** | **No** | **N/A** | **Remarks** |
| 1 | Swimming Pools |  |  |  |  |
| 2 | Playground |  |  |  |  |
| 3 | Decks and Patios |  |  |  |  |
| 4 | Basketball Courts |  |  |  |  |
| 5 | Clubhouse |  |  |  |  |
| 6 | Fitness Center |  |  |  |  |

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| **SERVICES** | | | | | |
|  | **Areas to be Inspected** | **Yes** | **No** | **N/A** | **Remarks** |
| 1 | Trash Collection |  |  |  |  |
| 2 | Snow Removal |  |  |  |  |
| 3 | Landscape Maintenance |  |  |  |  |
| 4 | Pest Control |  |  |  |  |
| 5 | Pressure Washing |  |  |  |  |
| 6 | Backflow Testing |  |  |  |  |
| 7 | Sanitation |  |  |  |  |
| 8 | Disinfection |  |  |  |  |

Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_