Dovient

Monthly, for each building

HOA and condo common area inspection

HOA & condo maintenance checklist (common areas)

Site _____ Asset or area _____ Inspected by _____ Date _____

Item	Pass	Fail	N/A	Notes
Life safety				
Exit signs lit, emergency lights work on test				
Extinguishers in place, gauge in the green				
Fire doors close and latch on their own				
Stairwells clear, handrails secure				
Fire alarm panel shows normal, no trouble lights				
Lobbies, halls and garage				
All lights working, no exposed wiring				
No trip hazards on floors or carpet				
Entry doors and closers working, locks secure				
Garage gate opens, closes and reverses				
No water on garage floor or stains on ceiling				
Building systems				
Elevator phone connects, certificate posted				
Boiler or mechanical room clean, no leaks				
Sump and ejector pumps run, alarm works				
Generator ran its monthly test				
Exterior and amenities				
Roof drains and gutters clear				
No trip hazards on walkways or parking lot				
Pool gate self-closes and latches				
Trash room clean, doors close, no pests				

Signature: _____ Run this checklist on a phone with Dovient Lite: dovient.com/lite