

CHOICES IN COMMUNITY LIVING, INC.

Annual Maintenance Checklist

Date: _____ Location: _____ Completed By: _____

Yes	No	N/A	<i>Bathroom - Location 1</i> _____	
_____	_____	_____	72.	Bathtub/shower is in good working order
_____	_____	_____	73.	Sink is in good working order
_____	_____	_____	74.	Toilet is in good working order
_____	_____	_____	75.	All faucets are labeled and leak free
_____	_____	_____	76.	All drains are leak free
_____	_____	_____	77.	Temperature of hot water is 110 - 115 degrees (record temperature:) _____
_____	_____	_____	78.	Bathroom vent/fan is operating properly
_____	_____	_____	79.	Bathtub/shower has a non-slip surface
_____	_____	_____	80.	Bath area is clean and sanitary
_____	_____	_____	81.	Light bulb description _____ Code # _____

			<i>Bathroom - Location 2</i> _____	
_____	_____	_____	82.	Bathtub/shower is in good working order
_____	_____	_____	83.	Sink is in good working order
_____	_____	_____	84.	Toilet is in good working order
_____	_____	_____	85.	All faucets are labeled and leak free
_____	_____	_____	86.	All drains are leak free
_____	_____	_____	87.	Temperature of hot water is 110 - 115 degrees (record temperature:) _____
_____	_____	_____	88.	Bathroom vent/fan is operating properly
_____	_____	_____	89.	Bathtub/shower has a non-slip surface
_____	_____	_____	90.	Bath area is clean and sanitary
_____	_____	_____	91.	Light bulb description _____ Code # _____

			<i>Bathroom - Location 3</i> _____	
_____	_____	_____	92.	Bathtub/shower is in good working order
_____	_____	_____	93.	Sink is in good working order
_____	_____	_____	94.	Toilet is in good working order
_____	_____	_____	95.	All faucets are labeled and leak free
_____	_____	_____	96.	All drains are leak free
_____	_____	_____	97.	Temperature of hot water is 110 - 115 degrees (record temperature:) _____
_____	_____	_____	98.	Bathroom vent/fan is operating properly
_____	_____	_____	99.	Bathtub/shower has a non-slip surface
_____	_____	_____	100.	Bath area is clean and sanitary
_____	_____	_____	101.	Light bulb description _____ Code # _____

			<i>Bathroom - Location 4</i> _____	
_____	_____	_____	102.	Bathtub/shower is in good working order
_____	_____	_____	103.	Sink is in good working order
_____	_____	_____	104.	Toilet is in good working order
_____	_____	_____	105.	All faucets are labeled and leak free
_____	_____	_____	106.	All drains are leak free
_____	_____	_____	107.	Temperature of hot water is 110 - 115 degrees (record temperature:) _____
_____	_____	_____	108.	Bathroom vent/fan is operating properly
_____	_____	_____	109.	Bathtub/shower has a non-slip surface
_____	_____	_____	110.	Bath area is clean and sanitary
_____	_____	_____	111.	Light bulb description _____ Code # _____

CHOICES IN COMMUNITY LIVING, INC.
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Date: _____ Location: _____ Completed By: _____

Yes	No	N/A	<i>Kitchen</i>
_____	_____	_____	31. Refrigerator is at proper temperature (record temperature:)
_____	_____	_____	32. Freezer is at proper temperature (record temperature:)
_____	_____	_____	33. Refrigerator/freezer is clean - exterior and interior
_____	_____	_____	34. Refrigerator/freezer door seals are in good condition
_____	_____	_____	35. Stove is clean - exterior and interior
_____	_____	_____	36. Stove burners and oven operate properly
_____	_____	_____	37. Stove vent is operating properly
_____	_____	_____	38. Stove hood is clean - vents and exterior
_____	_____	_____	39. Garbage disposal works properly
_____	_____	_____	40. Garbage disposal is odor free
_____	_____	_____	41. Small appliances work properly and are clean
_____	_____	_____	42. Cabinet doors and drawers work properly
_____	_____	_____	43. Sink faucets are labeled, working properly and are leak free
_____	_____	_____	44. Sink drain works properly, is odor free and leak free
_____	_____	_____	45. Temperature of hot water is 110 - 115 degrees (record temperature:)
_____	_____	_____	46. Food is stored correctly
_____	_____	_____	47. Kitchen area is clean and sanitary
_____	_____	_____	48. Light bulbs

Description _____ Code # _____

General

_____	_____	_____	49. Emergency exits are free of obstacles
_____	_____	_____	50. Stairwell is safe and handrails secure
_____	_____	_____	51. Hallways are well lighted and unobstructed
_____	_____	_____	52. Telephone system is operating
_____	_____	_____	53. All extension cords have been removed
_____	_____	_____	54. Outside area is safe and free of danger
_____	_____	_____	55. All insecticides and yard chemicals are labeled and stored properly
_____	_____	_____	56. Trash bin lids are closed; containers are in good condition
_____	_____	_____	57. Electric panel box location: _____
_____	_____	_____	58. Panel box is closed, clean, not locked and unobstructed

Fire Alarm System

_____	_____	_____	59. Smoke alarms are operable and clean (date new battery installed:)
_____	_____	_____	60. Fire extinguishers are properly tagged

Laundry Area

_____	_____	_____	61. Washer and dryer are in good working condition
_____	_____	_____	62. Hoses and washer fittings are in good condition (no leaks)
_____	_____	_____	63. Dryer is free of lint
_____	_____	_____	64. Laundry area is clean
_____	_____	_____	65. Laundry supplies are properly stored

Heating/Air Conditioning/Hot Water Heater

_____	_____	_____	66. Filters are clean
_____	_____	_____	67. Vents are clean
_____	_____	_____	68. Thermostats are at proper settings
_____	_____	_____	69. Units are properly ventilated
_____	_____	_____	70. Belts, moving parts and motor appear to operate properly
_____	_____	_____	71. Surrounding area is clean and free of hazards (outside)

CHOICES IN COMMUNITY LIVING, INC.
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Date: _____ Location: _____ Completed By: _____

Yes	No	N/A	
_____	_____	_____	Bedroom - Location 1
_____	_____	_____	112. Bed
_____	_____	_____	113. Dressers
_____	_____	_____	114. Walls
_____	_____	_____	115. Windows (open, close and lock easily)
_____	_____	_____	116. Window screens (secure, clean and no holes)
_____	_____	_____	117. Curtains/draperies clean
_____	_____	_____	118. Curtain rods/pulls secure and operable
_____	_____	_____	119. Closet doors (on track, secure open/shut smoothly)
_____	_____	_____	120. Light bulb description _____ Code # _____

_____	_____	_____	Bedroom - Location 2
_____	_____	_____	121. Bed
_____	_____	_____	122. Dressers
_____	_____	_____	123. Walls
_____	_____	_____	124. Windows (open, close and lock easily)
_____	_____	_____	125. Window screens (secure, clean and no holes)
_____	_____	_____	126. Curtains/draperies clean
_____	_____	_____	127. Curtain rods/pulls secure and operable
_____	_____	_____	128. Closet doors (on track, secure open/shut smoothly)
_____	_____	_____	129. Light bulb description _____ Code # _____

_____	_____	_____	Bedroom - Location 3
_____	_____	_____	130. Bed
_____	_____	_____	131. Dressers
_____	_____	_____	132. Walls
_____	_____	_____	133. Windows (open, close and lock easily)
_____	_____	_____	134. Window screens (secure, clean and no holes)
_____	_____	_____	135. Curtains/draperies clean
_____	_____	_____	136. Curtain rods/pulls secure and operable
_____	_____	_____	137. Closet doors (on track, secure open/shut smoothly)
_____	_____	_____	138. Light bulb description _____ Code # _____

_____	_____	_____	Bedroom - Location 4
_____	_____	_____	139. Bed
_____	_____	_____	140. Dressers
_____	_____	_____	141. Walls
_____	_____	_____	142. Windows (open, close and lock easily)
_____	_____	_____	143. Window screens (secure, clean and no holes)
_____	_____	_____	144. Curtains/draperies clean
_____	_____	_____	145. Curtain rods/pulls secure and operable
_____	_____	_____	146. Closet doors (on track, secure open/shut smoothly)
_____	_____	_____	147. Light bulb description _____ Code # _____

CHOICES IN COMMUNITY LIVING, INC.
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Date: _____ Location: _____ Completed By: _____

- | Yes | No | N/A | <i>Doors, Entrance, Passage and Closet</i> | |
|-------|-------|-------|--|---|
| _____ | _____ | _____ | 1. | All doors open and close properly |
| _____ | _____ | _____ | 2. | All locks and hardware operate properly |
| _____ | _____ | _____ | 3. | Thresholds are in place and tight |
| _____ | _____ | _____ | 4. | Door stops are in place and serviceable |

Windows - Living Room, Dining Room and Kitchen

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 5. | Windows are clean |
| _____ | _____ | _____ | 6. | Windows open, close and lock easily |
| _____ | _____ | _____ | 7. | Window screens are in good condition |
| _____ | _____ | _____ | 8. | Curtains/draperies are clean |
| _____ | _____ | _____ | 9. | Curtain rods and pulls are secure and operable |

Flooring - All Rooms

- | | | | | |
|-------|-------|-------|-----|---|
| _____ | _____ | _____ | 10. | All floor tile/carpets are clean |
| _____ | _____ | _____ | 11. | All floor tile/carpets are secure and hazard free |
| _____ | _____ | _____ | 12. | All throw rugs have non-slip backing |

Ceiling/sWalls - All Rooms

- | | | | | |
|-------|-------|-------|-----|---|
| _____ | _____ | _____ | 13. | Ceilings and walls are in good condition (no holes, cracks, stains, etc.) |
| _____ | _____ | _____ | 14. | Paint on ceilings/walls is in good condition |

Electrical - All Rooms

- | | | | | |
|-------|-------|-------|-----|---|
| _____ | _____ | _____ | 15. | Electrical outlets, switches and cover plates are in working condition and secure |
| _____ | _____ | _____ | 16. | All permanent light fixtures are operable and clean |
| _____ | _____ | _____ | 17. | All lamps and light bulbs are operable |
| _____ | _____ | _____ | 18. | Extension cords are safe and do not run across doorways, etc. |
| _____ | _____ | _____ | 19. | Light bulbs |
| | | | | Description _____ Code # _____ |
| | | | | Light bulbs (lamps) _____ Code # _____ |
| _____ | _____ | _____ | 20. | All outside floods working properly |
| | | | | Bulb size _____ Code # _____ |

Furniture - All Rooms

- | | | | | |
|-------|-------|-------|-----|-------------|
| _____ | _____ | _____ | 21. | Beds |
| _____ | _____ | _____ | 22. | Dressers |
| _____ | _____ | _____ | 23. | Chairs |
| _____ | _____ | _____ | 24. | Couch |
| _____ | _____ | _____ | 25. | Other _____ |

Garage

- | | | | | |
|-------|-------|-------|-----|--|
| _____ | _____ | _____ | 26. | All trash removed |
| _____ | _____ | _____ | 27. | Clean and organized |
| _____ | _____ | _____ | 28. | Freezer is at proper temperature (record temperature:) _____ |
| _____ | _____ | _____ | 29. | Garage door in good repair |
| _____ | _____ | _____ | 30. | Garage door opens/closes properly |