

ACME COMPANY

PROPERTY CONDITION ASSESSMENT CHECKLIST



Millstone Avenue - Rutherford | Millstone Avenue,

WEDNESDAY 15TH OCTOBER 2025

SUMMARY

The property overall looks fine, except it requires a few minor repairs like replacing external lights and window glass and repairing HVAC unit.

Site & Grounds

Q#	QUESTION	RESPONSE
1.	Is the site free of erosion or standing water?	YES
2.	Is drainage around the property effective and unobstructed?	YES
3.	Are paving, sidewalks, and curbs free of cracks or trip hazards?	YES
4.	Are exterior lights functional and securely installed?	NO



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5.	Are retaining walls stable and free of cracks or leaning?	YES
6.	Are fences and boundary walls in good condition?	YES

Building Exterior & Envelope

Q#	QUESTION	RESPONSE
7.	Are exterior walls free of cracks, damage, or signs of water intrusion?	YES
8.	Are exterior finishes (cladding, paint, siding) in good condition?	YES
9.	Are the windows free of damage, and do they operate smoothly?	NO



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10.	Are window seals intact and weatherproof?	YES
11.	Are the doors in good condition and functioning properly?	YES
12.	Are door locks and hardware secure and operational?	YES
13.	Is the roof covering in good condition without leaks?	YES
14.	Are flashing, gutters, and downspouts intact and functional?	YES
15.	Is the roof drainage adequate and unobstructed?	YES

Structural

Q#	QUESTION	RESPONSE
16.	Are foundations free of settlement cracks or water intrusion?	YES
17.	Are structural framing members free of visible damage or deflection?	YES

Interior Areas

Q#	QUESTION	RESPONSE
18.	Are the common area floors, walls, and ceilings in good condition?	YES
19.	Are handrails and guardrails secure in all areas?	YES
20.	Are stairways safe, level, and free of damage?	YES
21.	Are entrances free of hazards and accessible?	YES

Mechanical Systems

Q#	QUESTION	RESPONSE
22.	Is the HVAC system operating correctly?	NO
23.	Are air filters clean and ducts free of debris?	YES
24.	Are plumbing fixtures free of leaks and in good working order?	YES
25.	Is water pressure adequate throughout the building?	YES
26.	Are drains free of blockages and properly vented?	YES
27.	Are electrical panels labeled, accessible, and in a safe condition?	YES
28.	Are outlets and switches functional and undamaged?	YES
29.	Are GFCI outlets installed and working where required?	YES
30.	Is emergency lighting installed and functional?	YES

Vertical Transportation

Q#	QUESTION	RESPONSE
31.	Are elevators or lifts operating safely and smoothly?	YES
32.	Are elevator safety certifications up to date?	YES

Life Safety & Compliance

Q#	QUESTION	RESPONSE
33.	Are fire alarms installed and tested regularly?	YES
34.	Are fire extinguishers available, charged, and inspected?	YES
35.	Are sprinklers or suppression systems operational?	YES
36.	Are emergency exit signs visible and illuminated?	YES
37.	Are evacuation routes clearly marked and unobstructed?	YES
38.	Are ramps, restrooms, and entrances compliant with accessibility standards?	YES

Environmental & Health

Q#	QUESTION	RESPONSE
39.	Are interior areas free of visible mold or water damage?	YES
40.	Is ventilation adequate in all occupied spaces?	YES
41.	Are hazardous materials or environmental risks documented and controlled?	YES

Planning & Costs

Q#	QUESTION	RESPONSE
42.	Are infrared or moisture tests recommended for hidden issues?	YES
43.	Are there immediate repair needs that must be addressed?	YES
44.	Are deferred maintenance or capital projects identified for the future?	YES

COMMENTS & ACTION PLAN

Site & Grounds >> Site & Grounds		PRIORITY	High
(AC10080) Are exterior lights functional and securely installed?		DUE DATE	16 Oct 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	One of the exterior lights has loose wires hanging out.		
Building Exterior & Envelope >> Building Exterior & Envelope		PRIORITY	Medium
(AC10081) Are the windows free of damage, and do they operate smoothly?		DUE DATE	18 Oct 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	The balcony window has thin cracks, and it isn't sliding smoothly. Replace the window glass and oil the window frames.		
Mechanical Systems >> Mechanical Systems		PRIORITY	Medium
(AC10082) Is the HVAC system operating correctly?		DUE DATE	18 Oct 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	The HVAC unit is making a loud grinding noise when it cycles on.		

DECLARATION



Auditor
(Jennifer Hunt)

AUDITOR'S LOCATION