

The common-area walk before the first hard freeze: water shut down, roofs and drains clear, light and footing ready for short days.

18 items in 5 areas. Tick one rating per item; write what you see, and number any photo you take next to the item it belongs to.

PROPERTY _____ INSPECTED BY _____ DATE _____

Scale: ☐ Good ☐ Fair ☐ Poor ☐ N/A · Fair and Poor items become work orders in the app

WATER

Irrigation blown out, backflow drained _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Hose bibs shut off or covered _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Pool closed and covered _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Fountains & water features drained _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Exposed pipes insulated or heat-taped _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

ROOFS & DRAINAGE

Gutters & downspouts cleared _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Roof drains & scuppers clear _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Catch basins & storm drains clear of leaves _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

BUILDINGS

Clubhouse heat on, thermostat set _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Boiler & mechanical rooms: heat, access, leaks _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Doors & windows close tight _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

LIGHT & FOOTING

Exterior lighting & timers set for short days _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Walkways & steps: trip hazards before ice _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Handrails solid		☐ Good	☐ Fair	☐ Poor	☐ N/A
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SNOW

Snow contract confirmed for the season		☐ Good	☐ Fair	☐ Poor	☐ N/A
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Salt & ice melt stocked		☐ Good	☐ Fair	☐ Poor	☐ N/A
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Snow stakes marking curbs & hydrants		☐ Good	☐ Fair	☐ Poor	☐ N/A
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Generator tested, if the community has one		☐ Good	☐ Fair	☐ Poor	☐ N/A
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SUMMARY AND ACTION ITEMS

SIGNATURES

Inspector	Resident / client	Date
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