

FORM 3-10 Building Interior Inspection Report

[company logo, name, and address]

Property	Date Inspection Completed
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Items	Condition I',	Maintenance Required	Estimated Costs
OFFICE			
Signs			
Reception			
Furniture			
Equipment			
Doors/Locks			
Floors/Coverings			
Walls/Coverings			
Ceilings			
Windows/Coverings			
Closets			
Lighting (2)			
Electrical outlets			
Fire alarms/Equipment			
MODEL APARTMENT			
Entrance			
Doors/Locks			
Furniture			
Floors/Coverings			
Walls/Coverings			
Ceilings			
Windows/Coverings			
Kitchen			
Appliances			
Bathrooms			
Closets/Cabinets			
Lighting (2)			
Electrical outlets			
ENTRANCE/LOBBY			
Steps and Landings			
Handrails			
Doors			
Hardware/ Locks			

(continued)

items	Condition	Maintenance Required	Estimated Costs
Door mats			
Directory			
Intercom			
Signal buttons			
Furniture			
FloortCoverings			
Walls/Coverings			
Ceiling			
Lighting (2)			
MAILBOXES/ROOM			
Name/No. I.D.			
Doors			
Locks			
Floor/Coverings			
Walls/Coverings			
Ceiling			
Lighting (2)			
ELEVATORS			
Signal buttons			
Floor numbers			
Doors			
Floors/Coverings			
Walls			
Ceilings			
Lighting (2)			
Certificates/Permits			
HALLS/STAT RS			
Steps and Landings			
Handrails			
Doors/Hardware			
Floors/Coverings			
Wal Is/Coveri ngs			
Ceilings			
Lighting (2)			
Windows/Coverings			
Signs			
Fire alarms/Equipment			
Trash containers			

Items	Condition `,	Maintenance Required	Estimated Costs
LAUNDRY ROOM			
Washers/Dryers			
Tubs and faucets			
Drai ns			
Furniture			
Doors/Locks			
Floors/Coverings			
Wal ls/Coveri ngs			
Ceilings			
Wi ndows/Coveri ngs			
Lighting (2)			
Electrical outlets			
Vending machines			
Bathrooms			
Trash containers			
MAINTENANCE SHOP			
Organization			
Doors			
Hardware/Locks			
Floor/Covering			
Walls/Coverings			
Ceiling			
Wi ndows/Coveri ngs			
Closets/Cabinets			
Lighting (2)			
Electrical outlets			
Signs			
Fire alarms/Equipment			
(1) Note general appearance, if appropriate. (2) Check fixtures, bulbs, switches, and timers.			

	By	Date
Prepared	_____	_____
Reviewed	_____	_____
Reviewed	_____	_____