



WALKTHROUGH CHECKLIST

HEATING & COOLING

- Turn on the heater and listen to it go on.
- Check that air is coming out of all the vents or check if radiators or convectors are getting warm to the touch.
- Turn up the thermostat at least five degrees over room temperature. Make sure the heater continues to run and then shuts off.
- Turn on the air conditioner and listen to it go on.
- Check that cool air is coming out of all the vents.
- Turn down the thermostat at least five degrees under room temperature. Make sure the air conditioner continues to run and then shuts off.

ELECTRICAL

- Inspect each light fixture to make sure it is fully-installed and that there are no broken parts to the fixture.
- Turn on each light switch and fixture to test that it works correctly.
- Plug a radio into each electrical outlet to be sure that the outlet functions.
- Test the doorbell.

PLUMBING

- Check every faucet to make they turn on and off easily.
- Run every fixture for five minutes. Check for leaks from the base of the fixture and drips from the faucet.

KITCHEN

- Check countertops for scratches and abrasions.
- Inspect the front of each cabinet for a smooth finish.
- Open every cabinet. Look for sturdy hinges and hardware.
- Pull out every drawer as far as possible. Be sure each drawer pulls in and out smoothly.
- Turn on each appliance and make sure that it functions correctly.

BATH

- Inspect the bathtub, shower, sink and toilet for chips and cracks.
- Close the bathtub and sink stopper. Add a couple of inches of water. Wait two to three minutes to be sure the stopper does not leak.
- Flush every toilet. Check for leaks around the base of the toilet.
- Sit on the toilet to make sure it is securely fastened to the floor.

WINDOWS

- Check glass to make sure there are no cracks.
- Open every window to its fullest and then close it tight. Hold a lit match or lighter around the edges of the window. A flickering flame will signal an air leak.
- Check each for sturdy hinges and hardware.
- Be sure there is a screen tightly installed on every window. Look for holes or tears in the screen.

DOORS

- Open and close all doors to their fullest and then close. Look for a smooth operation of the hinge with no dragging at the bottom of the door.
- Make sure all sides of the door are painted, including the tops, bottoms and edges.
- Lock and unlock every door. Look for a smooth operation of the lock with no binding.
- Check the threshold under every door to be sure there is no open space under the door.

WALLS, FLOORS & CEILINGS

- Check the finish for the desired level of smoothness.
- Check drywall for visible seams or nail heads.
- Confirm that paint and varnish colors are correct.
- Check floor and ceiling moldings.
- Look for a smooth finish with no protruding nail heads. Check for gaps that may need caulking.
- Look for broken, chipped or cracked floor and wall tiles. Check for missing grout. Look for scuff marks on hardwood, tile and linoleum flooring.

PORCHES & DECKS

- Check the sturdiness of the construction.
- Be sure that there are no exposed nails or screws.

GARAGE DOOR

- Open and close the door. Be sure the door opens and closes completely.
- If there is an automatic garage door opener, test the door from the wall switch and the remote control openers.
- Open the door half way and then quickly stop the opening. Place a small item like a bucket under the open door and then close the door to test the reversing device. Be sure that the light bulb in the automatic door opener is functioning.

BASEMENT & ATTIC

- Check the walls for cracks and water damage.
- Check attic ventilation system. Manually turn any fans or blades.

EXTERIOR

- Check exterior paint for defects. Be sure it is the correct color and that all surfaces are evenly covered.
- Check to make sure all gutters and downspouts are installed.
- Be sure there are no cracks in the garage floor, driveway or patio.