

Life Safety Make Ready Checklist

Address:	Apt#	Date:
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ELECTRICAL	
All outlets have been tested and are in good condition and have face plates (*Replace old/loose outlets)	
*All outlets within 6 ft of a water source are GFCI protected and have been tested for proper function	
All indoor/outdoor light fixtures have working bulbs and protective covers/globes and are functioning properly	
*Breaker panel has been checked for functionality and missing breakers	

MECH/PLUMB	
AC filters have been replaced within the last 30 days	
AC drain has been checked/cleaned (main & overflow)	
*HVAC controls work properly	
*HVAC cleaned and working properly	
Dryer vent has been cleaned	
Clothes washer drain has been checked/cleaned	
*All vent fans have been cleaned and are functioning properly	
All sink hoses and drains have been checked for leaks	

MECH/PLUMB cont.	
Dishwasher connections have been checked for leaks	
Refrigerator motor/coil has been cleaned	
Range hood and filter clean and free of grease buildup	

GENERAL ITEMS	
All damaged sheetrock has been replaced/patched	
All sheetrock seams/joints are in good condition	
All doors open/close freely and door knobs work properly	
All windows open/close freely & locks work properly	
*All patio and stair railing(s) tight and secure	

(*) indicates a licensed/qualified person is required to repair/replace and may require city permit(s). For a complete list of permitting requirements please visit <https://www.bryantx.gov/planning-and-development-services/>

FIRE SAFETY	
All sleeping areas have a functioning smoke alarm less than 10 years old and battery(s) have been replaced	
Smoke alarms that are interconnected function properly	
Smoke alarms wired to 110v power are required be replaced with appropriate type. (replacement with battery only alarms is not allowed)	
CO alarm(s) function and batteries have been replaced <i>(Only required for units with gas appliances)</i>	
Interior Fire extinguisher size 1A:10B:C is mounted, pull pin is present, indicator needle is in the green and is less than 10yrs old	
<u>OR</u>	
Exterior Fire Extinguishers size 2A:10B:C (or larger): Have been tagged within the last year <u>AND</u> are on the same level within 75' travel distance from unit	

PRINTED NAME: PERSON WHO COMPLETED FORM

SIGNATURE

Disclaimer: This list has been provided as a courtesy and is not a comprehensive list of all items and/or procedures for property maintenance. Property owners/occupants are required to comply with all applicable codes and ordinances. In the event an item on this list conflicts/contradicts a code/ordinance, the code/ordinance will take precedence.

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Notes:
