

Unit / Space Turnover Checklist

Use for apartment, hotel room, tenant space, or condo turnover to an owner, tenant, or property manager.

Project: _____ Location / Unit: _____ Date: _____

Inspector: _____ GC / Company: _____ Weather / Notes: _____

Entry & general

ITEM	PASS	FAIL	N/A	NOTES / TRADE
Entry door, lock, peephole, and closer work	☐	☐	☐	
Unit number signage installed	☐	☐	☐	
Keys / fobs / access codes tested and documented	☐	☐	☐	
Walls, ceilings, and floors clean and undamaged	☐	☐	☐	
Window coverings installed and operating	☐	☐	☐	

Kitchen / kitchenette

ITEM	PASS	FAIL	N/A	NOTES / TRADE
All appliances installed, running, and free of damage; manuals in unit	☐	☐	☐	
Sink, faucet, disposal operate; no leaks under sink	☐	☐	☐	
Cabinets and counters clean and undamaged	☐	☐	☐	
Range hood / exhaust works	☐	☐	☐	

Bathrooms

ITEM	PASS	FAIL	N/A	NOTES / TRADE
Toilet flushes, fills, and is secured; no running	☐	☐	☐	
Shower/tub: hot water, pressure, drains, caulk	☐	☐	☐	
Accessories installed (towel bars, TP holder, mirror, grab bars)	☐	☐	☐	
Exhaust fan operates	☐	☐	☐	

Bedrooms / living areas

ITEM	PASS	FAIL	N/A	NOTES / TRADE
Closet doors, shelves, and rods installed	☐	☐	☐	
Outlets, switches, and lights work	☐	☐	☐	
TV/data outlets live (if applicable)	☐	☐	☐	

Systems & safety

ITEM	PASS	FAIL	N/A	NOTES / TRADE
HVAC heats and cools; filter is new	☐	☐	☐	
Thermostat set and programmed	☐	☐	☐	
Smoke/CO detectors installed and tested	☐	☐	☐	
Fire extinguisher / sprinkler heads unobstructed (if applicable)	☐	☐	☐	
Water heater temperature and leak check	☐	☐	☐	

Handover

ITEM	PASS	FAIL	N/A	NOTES / TRADE
Meter readings recorded	☐	☐	☐	
All punch items closed and inspector-approved	☐	☐	☐	
Turnover photos taken (timestamped)	☐	☐	☐	
Owner/tenant walkthrough signed off	☐	☐	☐	

Inspector signature / date

GC / Superintendent signature / date

Stop retyping this list. Log each failed item in Site Punch with a marked-up, timestamped photo, send each trade a private no-login link, and export a PDF packet by location or trade. Start with a free trial project. **site-punch-app.fly.dev** →

This checklist is a general template, not a code-compliance document. Verify requirements against your plans, specifications, and local codes. © 2026 Shreeji Hotel Group, LLC.