



**REDGUARD**  
877-522-6948

# Off Rent Inspection Checklist

**Boss Service Tag #:**

<b>Tech:</b>	<b>Date:</b>
<b>Facility Name:</b>	
<b>Building #:</b>	<b>Model:</b>
<b>HVAC Model #:</b>	<b>HVAC Serial #:</b>

**Use this checklist for all BR and SB Offices** Email Building damage to: [damagedasset@redguard.com](mailto:damagedasset@redguard.com)  
 Checklist Items: circle one (G - Good, R - Repaired, N/A Not Applicable) Include building #, detailed description of damage and pictures.

Exterior - Appearance/Signage	Initials	Blast Doors	Initials
Checked for damage	G R N/A	Hinges Greased	G R N/A
Needs - Paint / Power Wash/ None ? (Circle One)	G R N/A	Door Sweeps/weather stripping	G R N/A
Proper RedGuard Signage	G R N/A	Striker plates installed	G R N/A
Proper signage (Blast Rating: _____ PSI )	G R N/A	Plunger (Straight, Screws Tight, Push Button Secure)	G R N/A
Bar codes on power end/interior (2)	G R N/A	Latch (All Fastners Tight)	G R N/A
Visible roof damage/holes/rust	G R N/A	Kason Latch bolts exchanged	G R N/A
Tape, Decals Removed From Ext.	G R N/A	Threshold(No Damage, Fastners Secure, Seal Good)	G R N/A
All Access Tubes Have End Caps/Plugs	G R N/A	Closure Adj. (3 to 6 sec.)Note Time(_____sec.)	G R N/A
A/C grills(PTAC) In Place And Damage Free	G R N/A	Door closer covers installed	G R N/A
Casing(BARD) In Place And Damage Free	G R N/A	Doors working properly (no rust)	G R N/A
<b>Electrical/Lighting/Comm.</b>	Initials	Pin Test(Kason Latch)	G R N/A
Ballast	G R N/A	(Panic Bar) Check operation	G R N/A
Overhead Lights secure, tested	G R N/A	Keys in building, spares turned in and labeled	G R N/A
Test switches, inside and outside	G R N/A	<b>Multi-Section (N/A)</b>	Initials
Communication outlets secure, tested	G R N/A	All old silicone and tape removed	G R N/A
Receptacle voltage/polarity confirmed	G R N/A	Curtains secured for transport	G R N/A
Electrical outlets/switches secure, tested	G R N/A	Tubes cut back away from corner block	G R N/A
Power cord inspection	G R N/A	Bolts/Nuts/Washers/Plates in building	G R N/A
Test GFI	G R N/A		
<b>All Receptacles Checked for Damage</b>	G R N/A	<b>Plumbing (N/A)</b>	Initials
Electrical Panel secured, breakers tested	G R N/A	Fixtures and drains checked for leaks	G R N/A
Interior access tube louvers installed	G R N/A	Pumps tested	G R N/A
<b>HVAC</b>	Initials	All connections pressure tested	G R N/A
Filters Changed/Cleaned PTAC	G R N/A	<b>Interior -Walls &amp; Ceiling</b>	Initials
All Connections Checked (No Burnt Wiring, Screws Snug)	G R N/A	All basic equip. returned (fire ext., smoke det.etc...)	G R N/A
Terminal block connections inside and out checked	G R N/A	Cleaned	G R N/A
Coils Cleaned/Damage Free	G R N/A	Light lenses cleaned and secured	G R N/A
PTAC Cord Breakers Tested	G R N/A	Holes Repaired	G R N/A
Mitt Pads in good shape (PTAC)	G R N/A	No Mold Present	G R N/A
Quiet fan/wall fans clean, operational	G R N/A	<b>Interior - Signage/Flooring</b>	Initials
Thermostat working properly(Check Batteries)	G R N/A	Interior Signage	G R N/A
Tops of A/Cs cleaned, mitt pads in place (PTAC)	G R N/A	Floor Condition	G R N/A
Interior access tube louvers installed	G R N/A	Floor Clean/Debris removed	G R N/A
Test Heat And Cool (H- deg./ C- deg.)	G R N/A	Floor Secured ( If Coin Flooring )	G R N/A
<b>Tool Crib (N/A)</b>	Initials	Floors Scrubbed	G R N/A
Cribbing checked for damage?	G R N/A	<b>Emergency/Safety (Req. On All Buildings)</b>	Initials
Latches & Doors	G R N/A	Emerg. Lights battery test/illumination	G R N/A
Clean	G R N/A	Emerg. Lights secure, tested	G R N/A
Cribbing fasteners secure?	G R N/A	Smoke Detectors secure. Tested	G R N/A
		Fire Extinguisher brackets installed, secure	G R N/A

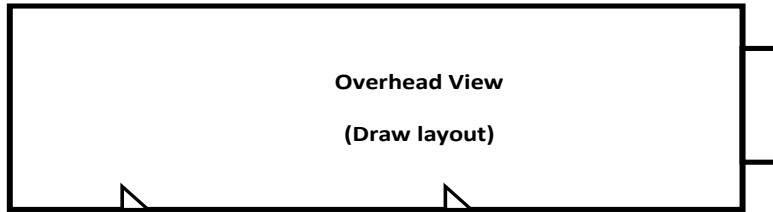
Building #:

Date:

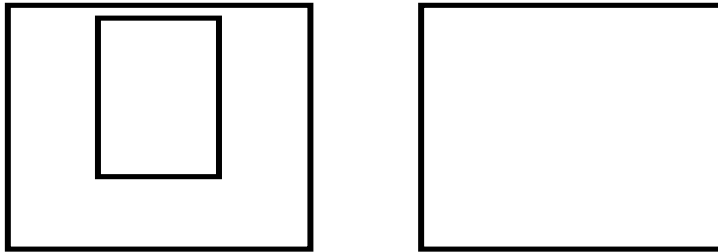
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**Visual Inspection**

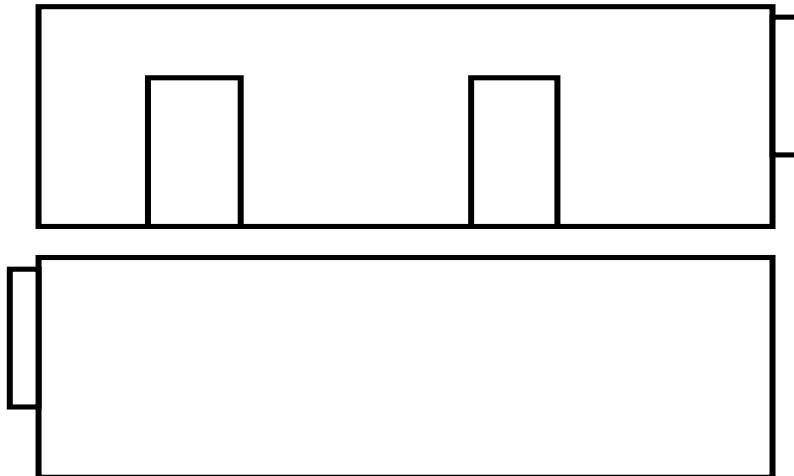
**Overhead View**  
(Draw layout)



**Building End Views**



**Building Side Views**



**BUILDING IS READY TO LEASE**

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

**LEAD SIGNOFF**

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_