



GENERAL INFORMATION

Date	Agency
Property address	

CHECKLIST

Access/security:

- Lighting.
- Building access.
- Keys.
- Key lock.
- Keypad locks.
- Buzzer.
- Teller-style check windows.
- Permission to install equipment (cameras, access control, etc.).

Signage:

- Visitor check-in, badge access, etc.

Break rooms/Coffee bars:

- _____

Windows:

- Blinds.

Walls:

- Construct walls.
- Wall repair.
- Texture and paint – new walls or all walls.

Parking:

- Parking spaces.
- Reserved parking spaces.

Doors:

- Reception entry door.
- Solid-core doors.
- Door hardware.

Ceiling:

- Tiles new.
- Tiles broken.

Electrical:

- Special or dedicated plugs.

Lighting:

- New.
- Additional.
- Special.
- Moved.

HVAC:

- Clean A/C vents.
- Special HVACs, supplemental.

Counters/cabinets:

- Countertops.
- Cabinetry/cabinets.
- Shelving.

Special space:

- Computer room.
- Hotel space.
- Coffee bars.
- Labs.
- Hearing.
- Break room.

Flooring:

- Carpet, tile, base.
- Clean carpets.

Remodeling allowance:

- _____

ADA:

- Improvement for ADA (restrooms, parking, ramps, entrance doors, etc.).