

WINDOW & DOOR SURVEY CHECKLIST

Date: __/__/__

Task-Windows	Monthly/Semi-Annual/Annually			Remarks
<input type="checkbox"/> Clean	X	X	--	Exterior Clean Semi-Annually
<input type="checkbox"/> Caulking	X	--	--	Repaired [yes] [No]
<input type="checkbox"/> Crack	X	--	--	Replaced [Yes] [No]
<input type="checkbox"/> Window Lock	--	X	--	Secure [Yes] [No]
<input type="checkbox"/> Lift Handle	--	X	--	Secure [Yes] [No]
<input type="checkbox"/> Screen	X	--	--	Dirty, Rip, Tear, Hole, Replace
<input type="checkbox"/> Upper Sash	X	X	--	Operable [Yes] [No]
<input type="checkbox"/> Lower Sash	X	X	--	Operable [Yes] [No]
<input type="checkbox"/> Weather Stripping	X	X	--	Need to Repair [Yes] [No]
<input type="checkbox"/> Paint or Re-Stain	X	X	--	Plus Scraping [Yes] [No]
<input type="checkbox"/>				
<input type="checkbox"/> Curtains	X	X	--	Clean, Dust-Free, Repair/Replace
<input type="checkbox"/> Blinds	X	X	--	Operable, Clean, Dust-Free

General Notes:

Task-Doors	Monthly/Semi-Annual/Annually			Remarks
<input type="checkbox"/> Clean	X	--	--	
<input type="checkbox"/> Caulking	X	--	--	Repaired [yes] [No]
<input type="checkbox"/> Cracks	X	--	--	Replaced [Yes] [No]
<input type="checkbox"/> Door Lock	X	--	--	Secure [Yes] [No]
<input type="checkbox"/> Door Hinges	X	--	--	Secure [Yes] [No]
<input type="checkbox"/> Screen	X	--	--	Dirty, Rip, Tear, Hole, Replace
<input type="checkbox"/> Weather Stripping	X	X	--	Need to Repair [Yes] [No]
<input type="checkbox"/> Slider Track	X	X	--	Door-Screen Operable [Yes] [No]
<input type="checkbox"/> Paint or Re-stain	X	X	--	Plus Scraping [Yes] [No]
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

General Notes:
