The Maintenance Technician is responsible to “turn over” or punch-out vacated units. The Maintenance Technician is directed by the Manager, District or Regional Supervisor. There are times when it will be necessary to use contractors for punch-outs during heavy maintenance workload periods; do so only with Manager and Supervisory approval. Punch-outs will be performed in a timely manner; 3 – 5 days is the average time needed to punch-out a unit.

Section 6.1 Apartment Status Sheet

A. To be used for all vacant units.
   1. Enter unit number.
   2. Enter unit type.
   3. Enter date unit was vacated.
   4. Enter date vacated unit was walked for move-out sheet.
   5. Enter maintenance performed;
      a. When maintenance is completed, cross through.
      b. When painting completed, cross through, or;
         i. Enter date contractor will perform.
      c. When cleaning is completed, cross through, or;
         i. Enter date contractor will perform.
      d. When carpet cleaning is completed, cross through, or;
         i. Enter date contractor is to perform.
      e. When locks have been changed, cross through.
         i. Note: Locks should be recycled or rekeyed.
   6. Enter date of final walk through with Manager or Supervisor.
   7. Enter date the unit is ready to be rented.
   8. Enter date of prospective move-in, if applicable.
   9. Enter any comments needed.

B. The Maintenance Technician is responsible for updating the status sheet, both for the Maintenance shop and the Manager’s office.
   1. This should be done weekly, after receiving the new list of vacant units from the Manager, preferably on Monday morning.

Section 6.2 Checklist

A. Can be created by the Maintenance Technician to help with the punch-out.

B. The Move-in/Move-out sheet can also be used as a checklist for the maintenance Technician.
   1. This is the form the Manager will use for the Final Walk.
Section 6.3  Punch-out

A. Clean.
   1. Use the checklist created to ensure no areas are missed.
   2. Clean out unit
      a. Remove any food or debris from the refrigerator, kitchen, etc.
      b. Remove trash, furniture, and debris, from unit so it is empty.

B. Punch (or maintenance).
   1. Change the locks.
      a. Always the first step and will be performed as soon as possible.
   2. Complete any maintenance needed on the unit.
      a. This includes prepping the unit to be painted.
         i. Remove all items from walls, including any nails or screws.
      b. Fill all nail and screw holes.
         i. Remove all outlet, switch, phone and cable cover plates.
         ii. Caulk where needed.
         iii. Tape off anything that will not be painted.

C. Paint.
   1. All walls, trim and ceilings if necessary.

D. Carpets.
   1. Shampoo carpets.