

**EAGLE SUITES®**

EAGLE SUITES ROOM HANDOVER CHECKLIST

Construction and Operations jointly certify this room is complete and ready to release as rent-ready inventory.

Property:	Room #:	Room Type:	Date:
Construction Rep:	Operations Rep:	Scope:	Ready to Rent: Y / N

MARK EACH ITEM Y OR N AND ADD COMMENTS IF NEEDED

1. Flooring complete and in good order	Y / N	13. Bedframe and bed in room	Y / N
Comment: _____		Comment: _____	
2. Paint complete and in good order	Y / N	14. Dresser in room	Y / N
Comment: _____		Comment: _____	
3. PTAC functioning properly	Y / N	15. Chair in room	Y / N
Comment: _____		Comment: _____	
4. Lights work in room, kitchen, bath	Y / N	16. Table in room and artwork installed	Y / N
Comment: _____		Comment: _____	
5. Bath fan functioning and wired to switch	Y / N	17. Mirror installed	Y / N
Comment: _____		Comment: _____	
6. Tub/Shower working, hot/cold, no drips	Y / N	18. All electrical plugs working	Y / N
Comment: _____		Comment: _____	
7. Toilet works and is not running	Y / N	19. Entry door closes, latches, locks; peep hole and QR sign in place	Y / N
Comment: _____		Comment: _____	
8. Kitchen sink hot & cold faucets work	Y / N	20. Windows screwed shut	Y / N
Comment: _____		Comment: _____	
9. Cooktop installed and working	Y / N	21. Smoke detector installed and tested	Y / N
Comment: _____		Comment: _____	
10. Microwave installed and working	Y / N	22. No active plumbing leaks present	Y / N
Comment: _____		Comment: _____	
11. Refrigerator/freezer installed, working, clean	Y / N	23. Room free of debris, dust, trash	Y / N
Comment: _____		Comment: _____	
12. TV installed and cable works	Y / N	24. Hanging rod installed	Y / N
Comment: _____		Comment: _____	
25. Final touch-up complete; no open punch items	Y / N	26. Other	Y / N
Comment: _____		Comment: _____	

PUNCH LIST / CORRECTIONS REQUIRED

1. _____	2. _____	3. _____
Construction Signature	Operations Signature	Manager Approval

Any item marked **N** must be corrected before the room is released as ready to rent.