Apartment Renovation Checklist

Organize a renovation program by unit type and verified condition, then use a consistent record to move each unit from readiness through acceptance.

Define the program

- List floor plans, unit counts, and the package assigned to each.
- Identify retained items, replacements, and repairs outside the standard package.
- Approve finishes, appliance responsibility, and installation details.
- Use a pilot to review quantities, logistics, and the acceptance standard; record revisions.

Release each unit

- Confirm occupancy status, notices, access, and the authorized start date.
- Verify material and appliance availability.
- Record unit-specific conditions needing approval.
- Identify inspection needs and adjacent occupied-area protections.

Track turnover

- Log approved changes by unit identifier.
- Check work against the approved package.
- Assign and verify punch items.
- Record cleaning, keys/access handover, acceptance date, and unresolved restrictions.

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