

UNIT TURNS

Ready should mean ready, not “the vendor said they finished.”

A simple, reusable operating tool for teams that want clearer handoffs and less status chasing.

Use this on one real workflow

- ☐ Move-out complete / possession confirmed
- ☐ Inspection completed
- ☐ Scope approved
- ☐ Utilities/access confirmed
- ☐ Vendor assigned and accepted
- ☐ Materials/parts requirements confirmed
- ☐ Work complete
- ☐ Quality/rework check complete
- ☐ Cleaning/keys/photos complete
- ☐ Ready-to-list confirmed with date

Design notes

- Track stage aging separately from total vacancy days.
- Do not blame vendor cycle time for approval or readiness delays.
- Surface units crossing stage-specific thresholds.

How to use it. Do not complete this from memory in a conference room. Pull up one active or recently completed record and test the checklist against what actually happened. Any item that repeatedly needs a text, a side spreadsheet, or an owner stepping in is a candidate for workflow redesign.

Want a real answer for your workflow? Book a free 30-minute Workflow Assessment at bradleyhankins.com/contact.