

FREE FACILITIES & PROPERTY ASSET TEMPLATE

Asset Condition Checklist

Use this 60-point checklist to assess property assets across physical deterioration, mechanical and electrical condition, performance, safeguards, maintenance history, condition ratings, remaining-life indicators, repair, refurbishment, replacement planning, and lifecycle trends.

Property / facility

Asset ID / system

Inspection date

Inspector / asset owner

Internal Facilities & Property template. Apply current manufacturer instructions, specialist inspections, maintenance procedures, electrical and safety rules, statutory requirements, and local regulations. This checklist does not replace structural, electrical, fire, pressure-system, lift, or other specialist inspections where required.

1. Asset identity, location, ownership, criticality, baseline, and inspection readiness

- 1
- Confirm the asset ID, asset name, location, building or zone, manufacturer, model, serial number, and inspection date are recorded where applicable.
- CRITICAL
- ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition decisions are only useful when the inspected asset is unambiguous. Confirm the asset ID, location, duty, criticality, and prior condition before assigning...

- 2
- Verify the asset's intended function, service duty, operating status, owner, maintenance responsibility, and supporting system are understood before inspection.
- CRITICAL
- ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition decisions are only useful when the inspected asset is unambiguous. Confirm the asset ID, location, duty, criticality, and prior condition before assigning...

- 3
- Confirm asset criticality, business impact, safety significance, service dependency, or other approved priority classification is current.
- CRITICAL
- ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition decisions are only useful when the inspected asset is unambiguous. Confirm the asset ID, location, duty, criticality, and prior condition before assigning...

- 4
- Review prior condition ratings, maintenance history, breakdowns, recurring defects, previous repairs, open work orders, and known operating limitations.
- ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition decisions are only useful when the inspected asset is unambiguous. Confirm the asset ID, location, duty, criticality, and prior condition before assigning...

- 5
- Compare the asset against available baseline photos, commissioning data, manufacturer information, prior measurements, or last known-good condition where useful.
- ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition decisions are only useful when the inspected asset is unambiguous. Confirm the asset ID, location, duty, criticality, and prior condition before assigning...

- 6
- Record asset ID, location, inspection date, inspector, asset owner, maintenance owner, and next planned review date.
- ASSET

FINAL STATUS | Enter

ASSET OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Condition decisions are only useful when the inspected asset is unambiguous. Confirm the asset ID, location, duty, criticality, and prior condition before assigning...

2. Physical condition, cleanliness, damage, corrosion, wear, leakage, and deterioration

- 7 Inspect the asset body, frame, casing, panels, covers, supports, foundations, mountings, and visible components for cracks, deformation, impact damage, looseness, or deterioration. **CRITICAL** ASSET

Good

Monitor / repair

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Inspect the actual asset, not only the maintenance record. Photograph visible deterioration and distinguish cosmetic wear from defects that can affect safety....

- 8 Check for corrosion, rust, coating failure, pitting, chemical attack, UV damage, weathering, rot, scaling, or other material deterioration relevant to the asset. **CRITICAL** ASSET

Good

Monitor / repair

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Inspect the actual asset, not only the maintenance record. Photograph visible deterioration and distinguish cosmetic wear from defects that can affect safety....

- 9 Inspect for oil, water, refrigerant, air, steam, fuel, chemical, hydraulic, or other leakage and record location, extent, and evidence of recurrence. **CRITICAL** ASSET

Good

Monitor / repair

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Inspect the actual asset, not only the maintenance record. Photograph visible deterioration and distinguish cosmetic wear from defects that can affect safety....

- 10 Check seals, gaskets, joints, fasteners, hinges, latches, brackets, anchors, insulation, and protective coverings for wear, damage, looseness, or missing parts. **CRITICAL** ASSET

Good

Monitor / repair

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Inspect the actual asset, not only the maintenance record. Photograph visible deterioration and distinguish cosmetic wear from defects that can affect safety....

- 11 Confirm dirt, dust, debris, grease, biological growth, blocked vents, clogged surfaces, or housekeeping conditions are not accelerating deterioration or hiding defects. ASSET

Good

Monitor / repair

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Inspect the actual asset, not only the maintenance record. Photograph visible deterioration and distinguish cosmetic wear from defects that can affect safety....

- 12 Record unusual wear patterns, repeated patch repairs, temporary fixes, or visible deterioration that may indicate a larger underlying maintenance or design issue. **CRITICAL** ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Inspect the actual asset, not only the maintenance record. Photograph visible deterioration and distinguish cosmetic wear from defects that can affect safety....

3. Mechanical condition, movement, vibration, noise, alignment, bearings, belts, and rotating parts

13

Inspect bearings, shafts, couplings, belts, chains, pulleys, gears, drives, linkages, actuators, dampers, valves, and other moving components for wear or damage.

CRITICAL

ASSET

Good

Monitor / repair

Critical

LIVE PHOTO | Add

Execution tip: Abnormal noise, vibration, temperature, movement, and wear can reveal deterioration before failure. Use available condition data and approved maintenance...

14

Check alignment, tension, backlash, clearances, travel, looseness, mounting condition, or other mechanical settings included in the approved inspection method.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Abnormal noise, vibration, temperature, movement, and wear can reveal deterioration before failure. Use available condition data and approved maintenance...

15

Record abnormal vibration, noise, movement, resonance, rubbing, knocking, cavitation, squeal, or other unusual operating condition.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Abnormal noise, vibration, temperature, movement, and wear can reveal deterioration before failure. Use available condition data and approved maintenance...

16

Check lubrication condition, lubricant leaks, dry components, contaminated lubricant, over-lubrication, or missed lubrication where relevant to asset health.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Abnormal noise, vibration, temperature, movement, and wear can reveal deterioration before failure. Use available condition data and approved maintenance...

17

Inspect guards, covers, barriers, retaining devices, mechanical stops, and other protective components for secure condition where provided.

CRITICAL

ASSET

Good

Monitor / repair

Critical

LIVE PHOTO | Add

Execution tip: Abnormal noise, vibration, temperature, movement, and wear can reveal deterioration before failure. Use available condition data and approved maintenance...

18

Escalate rapid deterioration, severe vibration, unstable movement, damaged rotating components, failed supports, or other mechanical conditions requiring restricted use or specialist review.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Abnormal noise, vibration, temperature, movement, and wear can reveal deterioration before failure. Use available condition data and approved maintenance...

4. Electrical, controls, sensors, connections, alarms, indicators, and visible electrical condition

19

Inspect enclosures, panels, covers, conduits, cable entries, visible wiring, terminals, plugs, connectors, junction boxes, and control devices for damage or deterioration.

CRITICAL

ASSET

Good

Monitor / repair

Critical

LIVE PHOTO | Add

Execution tip: A condition inspection can identify visible electrical deterioration, but electrical testing and work should be performed by appropriately qualified personnel under...

20

Check for overheating evidence, discoloration, burning odor, melted insulation, loose components, arcing marks, moisture entry, corrosion, or contamination around electrical parts.

CRITICAL

ASSET

Good

Monitor / repair

Critical

LIVE PHOTO | Add

Execution tip: A condition inspection can identify visible electrical deterioration, but electrical testing and work should be performed by appropriately qualified personnel under...

21

Verify controls, switches, indicators, displays, sensors, alarms, interlocks, limit devices, or monitoring points included in the condition review operate as expected.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: A condition inspection can identify visible electrical deterioration, but electrical testing and work should be performed by appropriately qualified personnel under...

22

Confirm labels, asset identification, circuit or control references, warning markings, and operating information are legible where required for safe maintenance and use.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: A condition inspection can identify visible electrical deterioration, but electrical testing and work should be performed by appropriately qualified personnel under...

23

Check electrical equipment working access is not obstructed where applicable and the surrounding condition supports ready, safe operation and maintenance.

CRITICAL

ASSET

Good

Monitor / repair

Critical

LIVE PHOTO | Add

Execution tip: A condition inspection can identify visible electrical deterioration, but electrical testing and work should be performed by appropriately qualified personnel under...

24

Escalate exposed energized parts, significant overheating, repeated trips, water intrusion, damaged insulation, arcing, or other serious electrical warning signs immediately.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: A condition inspection can identify visible electrical deterioration, but electrical testing and work should be performed by appropriately qualified personnel under...

5. Performance, operating parameters, capacity, efficiency, output, and functional condition

25

Verify the asset starts, stops, cycles, opens, closes, heats, cools, pumps, ventilates, illuminates, lifts, controls, or otherwise performs its intended function.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition is not only visual. Compare current performance with normal range, design intent, recent history, and operating demand to identify deterioration that...

26

Record relevant operating parameters such as temperature, pressure, flow, voltage, current, speed, vibration, runtime, differential pressure, level, or other approved condition indicators.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition is not only visual. Compare current performance with normal range, design intent, recent history, and operating demand to identify deterioration that...

27

Compare current readings and output with approved operating range, previous trends, manufacturer guidance, commissioning baseline, or site-established criteria where available.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition is not only visual. Compare current performance with normal range, design intent, recent history, and operating demand to identify deterioration that...

28

Check for reduced capacity, excessive cycling, slow response, unstable control, high energy use, poor output, repeated alarms, or other signs of performance deterioration.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition is not only visual. Compare current performance with normal range, design intent, recent history, and operating demand to identify deterioration that...

29

Confirm abnormal performance is not being normalized through manual override, bypass, repeated reset, temporary adjustment, or excessive operator intervention.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition is not only visual. Compare current performance with normal range, design intent, recent history, and operating demand to identify deterioration that...

30

Record functional limitations, derating, restricted operation, redundancy dependence, or other conditions affecting reliability or service continuity.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition is not only visual. Compare current performance with normal range, design intent, recent history, and operating demand to identify deterioration that...

6. Safety devices, guards, access, emergency features, and surrounding operating environment

31

Inspect guards, barriers, interlocks, emergency stops, protective covers, restraints, access panels, fall-prevention features, and other safeguards provided with the asset.

CRITICAL

ASSET

Good

Monitor / repair

Critical

LIVE PHOTO | Add

Execution tip: Asset condition includes the condition of safeguards and the environment around the asset. Blocked access, failed guards, poor housekeeping, or damaged...

32

Confirm required access, operating space, service clearance, doors, hatches, ladders, platforms, and maintenance routes are usable and not obstructed by storage or temporary work.

CRITICAL

ASSET

Good

Monitor / repair

Critical

LIVE PHOTO | Add

Execution tip: Asset condition includes the condition of safeguards and the environment around the asset. Blocked access, failed guards, poor housekeeping, or damaged...

33

Check the surrounding floor or walking surface for leaks, debris, corrosion products, loose parts, trip hazards, standing water, or other conditions affecting safe access.

CRITICAL

ASSET

Good

Monitor / repair

Critical

LIVE PHOTO | Add

Execution tip: Asset condition includes the condition of safeguards and the environment around the asset. Blocked access, failed guards, poor housekeeping, or damaged...

34

Verify emergency signage, labels, isolation points, shutdown information, fire or spill equipment, and other nearby safety provisions remain visible and serviceable where applicable.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Asset condition includes the condition of safeguards and the environment around the asset. Blocked access, failed guards, poor housekeeping, or damaged...

35

Inspect environmental exposure such as heat, moisture, dust, vibration, chemicals, weather, salt, pests, or poor ventilation that may be accelerating asset deterioration.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Asset condition includes the condition of safeguards and the environment around the asset. Blocked access, failed guards, poor housekeeping, or damaged...

36

Escalate missing safeguards, unsafe access, unstable components, blocked emergency features, or other conditions requiring immediate control before normal use continues.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Asset condition includes the condition of safeguards and the environment around the asset. Blocked access, failed guards, poor housekeeping, or damaged...

7. Maintenance history, PM compliance, defects, repeat repairs, spares, and service records

37

Confirm preventive-maintenance tasks relevant to the asset are current and identify any overdue critical PM that may affect the condition assessment.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition ratings should be informed by maintenance history. Frequent repair can indicate declining asset health even when the asset looks acceptable during a...

38

Review corrective-maintenance history for repeat defects, emergency repairs, recurring parts replacement, repeated reset, and unresolved technical recommendations.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition ratings should be informed by maintenance history. Frequent repair can indicate declining asset health even when the asset looks acceptable during a...

39

Check vendor service reports, specialist inspections, statutory reports, certificates, oil analysis, vibration reports, thermography, test data, or other condition evidence where available.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition ratings should be informed by maintenance history. Frequent repair can indicate declining asset health even when the asset looks acceptable during a...

40

Verify open work orders and deferred defects are reflected in the current condition rating rather than being excluded because repair has already been requested.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition ratings should be informed by maintenance history. Frequent repair can indicate declining asset health even when the asset looks acceptable during a...

41

Review spare-part availability, obsolete parts, discontinued support, long lead times, or service-vendor limitations that increase the consequence of asset deterioration.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition ratings should be informed by maintenance history. Frequent repair can indicate declining asset health even when the asset looks acceptable during a...

42

Identify assets receiving repeated repair without durable improvement and escalate them for root-cause, refurbishment, redesign, or replacement review.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition ratings should be informed by maintenance history. Frequent repair can indicate declining asset health even when the asset looks acceptable during a...

8. Condition rating, defect severity, remaining-life indicators, obsolescence, and replacement risk

43

Assign the asset an approved overall condition rating such as good, satisfactory, monitor, poor, critical, or the organization's equivalent scale.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Use one consistent rating method across the portfolio. A poor-condition rating should reflect evidence such as deterioration, failure history, performance loss,...

44

Rate significant subcomponents separately where one failed or degraded component materially changes the asset's overall risk or replacement need.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Use one consistent rating method across the portfolio. A poor-condition rating should reflect evidence such as deterioration, failure history, performance loss,...

45

Consider age, deterioration rate, runtime, maintenance burden, breakdown history, efficiency loss, parts availability, obsolescence, and technology support when evaluating remaining-life indicators.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Use one consistent rating method across the portfolio. A poor-condition rating should reflect evidence such as deterioration, failure history, performance loss,...

46

Identify assets where continued repair cost, downtime, reliability risk, safety exposure, or service impact may justify refurbishment or planned replacement.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Use one consistent rating method across the portfolio. A poor-condition rating should reflect evidence such as deterioration, failure history, performance loss,...

47

Confirm severe defects or critical-condition ratings trigger immediate risk control, engineering review, restricted operation, shutdown, or other escalation according to site rules.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Use one consistent rating method across the portfolio. A poor-condition rating should reflect evidence such as deterioration, failure history, performance loss,...

48

Document the evidence and rationale supporting the condition rating so future inspections can compare deterioration consistently.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Use one consistent rating method across the portfolio. A poor-condition rating should reflect evidence such as deterioration, failure history, performance loss,...

9. Corrective maintenance, refurbishment, capital planning, prioritization, and verification

49

Create or link corrective-maintenance work orders for defects requiring repair and assign owner, priority, due date, interim control, and required evidence.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Translate condition data into action. Separate immediate safety repairs, short-term corrective maintenance, medium-term refurbishment, and capital...

50

Identify condition findings requiring specialist engineering review, vendor diagnosis, testing, monitoring, structural assessment, electrical review, or other technical evaluation.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Translate condition data into action. Separate immediate safety repairs, short-term corrective maintenance, medium-term refurbishment, and capital...

51

Classify recommended action as monitor, maintain, repair, overhaul, refurbish, redesign, replace, retire, or another approved asset-management response.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Translate condition data into action. Separate immediate safety repairs, short-term corrective maintenance, medium-term refurbishment, and capital...

52

Prioritize action using safety risk, service criticality, failure likelihood, deterioration rate, downtime impact, repair cost, replacement lead time, redundancy, and occupant impact.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Translate condition data into action. Separate immediate safety repairs, short-term corrective maintenance, medium-term refurbishment, and capital...

53

Verify significant repairs, overhauls, or replacements through reinspection, functional testing, updated condition evidence, or specialist sign-off before closure.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Translate condition data into action. Separate immediate safety repairs, short-term corrective maintenance, medium-term refurbishment, and capital...

54

Ensure replacement or capital requests reference the condition evidence, maintenance history, risk, cost, service impact, and expected timing supporting the investment decision.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Translate condition data into action. Separate immediate safety repairs, short-term corrective maintenance, medium-term refurbishment, and capital...

10. Condition trends, portfolio comparison, data quality, lifecycle planning, and management sign-off

55

Trend asset condition ratings over time and identify assets or asset classes showing accelerated deterioration, recurring defects, or repeated rating decline.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition inspections become more valuable when ratings are trended. Use consistent evidence to identify deteriorating asset classes, backlog risk, and renewal...

56

Compare similar assets across properties or buildings to identify unusually poor condition, high failure rates, maintenance burden, or inconsistent lifecycle performance.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition inspections become more valuable when ratings are trended. Use consistent evidence to identify deteriorating asset classes, backlog risk, and renewal...

57

Verify asset records, location, ownership, condition rating, photos, maintenance history, open actions, and replacement status remain synchronized with the asset register or CMMS.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition inspections become more valuable when ratings are trended. Use consistent evidence to identify deteriorating asset classes, backlog risk, and renewal...

58

Review critical poor-condition assets, aging systems, obsolescence, major maintenance backlog, and replacement forecasts during property or asset-management planning.

CRITICAL

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition inspections become more valuable when ratings are trended. Use consistent evidence to identify deteriorating asset classes, backlog risk, and renewal...

59

Use condition evidence to improve preventive-maintenance strategies, inspection frequency, spares planning, vendor scope, capital budgets, and lifecycle decisions.

ASSET

Asset item	Condition / status	Owner	Evidence / reading	Action
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Execution tip: Condition inspections become more valuable when ratings are trended. Use consistent evidence to identify deteriorating asset classes, backlog risk, and renewal...

60

Record final condition status, critical open defects, restricted assets, major refurbishment or replacement needs, next inspection date, inspector, asset owner, maintenance owner, and management approval.

CRITICAL

ASSET

FINAL STATUS | Enter

ASSET OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Condition inspections become more valuable when ratings are trended. Use consistent evidence to identify deteriorating asset classes, backlog risk, and renewal...