

FREE FACILITIES & PROPERTY ASSET CONDITION INSPECTION TEMPLATE

Asset Condition Inspection Checklist

Use this 60-point checklist to inspect physical and functional asset condition, mechanical and electrical warning signs, leakage, safeguards, maintenance history, defect severity, remaining-life clues, reparability, monitoring, corrective work, reinspection, and final condition grading.

Property / building

Inspection date

Asset ID / group

Inspector / maintenance owner

Internal Facilities & Property template. Apply manufacturer instructions, approved maintenance and engineering procedures, specialist inspection or testing requirements, safe-work rules, lifecycle criteria, service contracts, and local regulatory requirements as controlling references.

1. Inspection scope, asset register, identification, location, criticality, ownership, and previous defects

- 1
- Confirm the property, building, floor or zone, inspection date, asset group, and asset-condition inspection scope are clearly identified.
- CRITICAL
- CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Start with the current asset register. Confirm the exact asset, location, service duty, criticality, age or installation date where known, and unresolved defects before judging...

- 2
- Verify each sampled asset can be matched to the asset register using asset ID, location, equipment type, make or model where used, and service duty.
- CRITICAL
- CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Start with the current asset register. Confirm the exact asset, location, service duty, criticality, age or installation date where known, and unresolved defects before judging...

- 3
- Confirm asset criticality, operational importance, safety significance, redundancy, and service-impact classification are current where these are maintained.
- CRITICAL
- CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Start with the current asset register. Confirm the exact asset, location, service duty, criticality, age or installation date where known, and unresolved defects before judging...

- 4
- Review previous condition scores, breakdowns, repeat repairs, alarms, leak reports, vibration or overheating observations, and open corrective work before inspection.
- CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Start with the current asset register. Confirm the exact asset, location, service duty, criticality, age or installation date where known, and unresolved defects before judging...

- 5
- Confirm responsible maintenance owner, facilities owner, specialist contractor, operator, or department is defined for each critical asset.
- CRITICAL
- CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Start with the current asset register. Confirm the exact asset, location, service duty, criticality, age or installation date where known, and unresolved defects before judging...

- 6
- Record property, asset ID or group, inspection date, inspector, maintenance owner, facilities owner, current condition grade where used, and next review date.
- CONDITION

FINAL GRADE | Enter

MAINTENANCE OWNER | Enter

FACILITIES OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Start with the current asset register. Confirm the exact asset, location, service duty, criticality, age or installation date where known, and unresolved defects before judging...

2. External physical condition, structure, casing, covers, frames, mounts, fixings, corrosion, and visible damage

7

Inspect the asset's external casing, body, frame, covers, doors, panels, guards, housings, and visible structural elements for damage or deterioration.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Inspect the complete visible asset, not only the operating face. Cracks, corrosion, deformation, loose fixings, damaged enclosures, or failed mounts can indicate...

8

Check foundations, plinths, bases, mounts, brackets, anchors, supports, fasteners, and fixing points for looseness, cracking, corrosion, movement, or instability.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Inspect the complete visible asset, not only the operating face. Cracks, corrosion, deformation, loose fixings, damaged enclosures, or failed mounts can indicate...

9

Inspect for corrosion, rust, pitting, paint breakdown, coating failure, chemical attack, weathering, UV damage, impact damage, or deformation.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Inspect the complete visible asset, not only the operating face. Cracks, corrosion, deformation, loose fixings, damaged enclosures, or failed mounts can indicate...

10

Check access doors, panels, hinges, latches, handles, seals, gaskets, covers, and closures for correct fit, secure condition, and serviceability.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Inspect the complete visible asset, not only the operating face. Cracks, corrosion, deformation, loose fixings, damaged enclosures, or failed mounts can indicate...

11

Inspect labels, nameplates, warning markings, asset IDs, ratings, flow arrows, direction indicators, and operating instructions for legibility where required.

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Inspect the complete visible asset, not only the operating face. Cracks, corrosion, deformation, loose fixings, damaged enclosures, or failed mounts can indicate...

12

Escalate severe corrosion, structural cracking, unstable mounting, missing covers, damaged frames, exposed internal parts, or other significant physical-condition defects.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
----------------	----------------	-------	----------	--------

Execution tip: Inspect the complete visible asset, not only the operating face. Cracks, corrosion, deformation, loose fixings, damaged enclosures, or failed mounts can indicate...

3. Functional performance, operating status, output, response, alarms, controls, and serviceability

13

Confirm the asset starts, stops, cycles, opens, closes, moves, delivers, senses, controls, or otherwise performs its intended function where safe and appropriate to verify.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
----------------	----------------	-------	----------	--------

Execution tip: A visually acceptable asset can still be degraded. Compare actual performance with its intended duty, approved operating range, recent history, and user or operator...

14

Review available operating readings such as temperature, pressure, current, voltage, flow, speed, vibration, level, runtime, or other condition indicators where applicable.

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
----------------	----------------	-------	----------	--------

Execution tip: A visually acceptable asset can still be degraded. Compare actual performance with its intended duty, approved operating range, recent history, and user or operator...

15

Check control panels, local controls, indicators, status lights, displays, alarms, fault codes, interlocks, and remote/BMS status for unresolved abnormal conditions.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: A visually acceptable asset can still be degraded. Compare actual performance with its intended duty, approved operating range, recent history, and user or operator...

16

Compare actual output or service condition with expected performance, approved setpoints, capacity, response time, or operating requirements where known.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
----------------	----------------	-------	----------	--------

Execution tip: A visually acceptable asset can still be degraded. Compare actual performance with its intended duty, approved operating range, recent history, and user or operator...

17

Review operator, occupant, maintenance, or service-desk reports for intermittent faults, reduced performance, unusual behavior, nuisance alarms, or reliability concerns.

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: A visually acceptable asset can still be degraded. Compare actual performance with its intended duty, approved operating range, recent history, and user or operator...

18

Escalate failed function, materially reduced performance, repeated alarms, unreliable control, unstable operation, or other conditions that prevent dependable service.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
----------------	----------------	-------	----------	--------

Execution tip: A visually acceptable asset can still be degraded. Compare actual performance with its intended duty, approved operating range, recent history, and user or operator...

4. Mechanical condition, moving parts, bearings, belts, couplings, lubrication, vibration, noise, and alignment clues

19

Inspect accessible shafts, bearings, belts, chains, couplings, pulleys, gears, linkages, rollers, wheels, or other moving components included in the asset.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Mechanical deterioration often appears as noise, vibration, heat, looseness, dust, oil residue, belt wear, or repeated adjustment. Trend these clues instead of treating them...

20

Check for abnormal vibration, rattling, knocking, grinding, squealing, looseness, excessive movement, imbalance clues, or unusual mechanical noise.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
----------------	----------------	-------	----------	--------

Execution tip: Mechanical deterioration often appears as noise, vibration, heat, looseness, dust, oil residue, belt wear, or repeated adjustment. Trend these clues instead of treating them...

21

Inspect belts, chains, couplings, pulleys, guards, fasteners, and alignment clues for cracking, fraying, glazing, slackness, wear, displacement, or contamination.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Mechanical deterioration often appears as noise, vibration, heat, looseness, dust, oil residue, belt wear, or repeated adjustment. Trend these clues instead of treating them...

22

Check visible bearings, seals, lubrication points, oil levels, grease condition, leakage, lubricant contamination, or evidence of overheating where applicable.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Mechanical deterioration often appears as noise, vibration, heat, looseness, dust, oil residue, belt wear, or repeated adjustment. Trend these clues instead of treating them...

23

Review vibration, bearing-temperature, lubrication, alignment, or other condition-monitoring results where these are part of the maintenance programme.

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
----------------	----------------	-------	----------	--------

Execution tip: Mechanical deterioration often appears as noise, vibration, heat, looseness, dust, oil residue, belt wear, or repeated adjustment. Trend these clues instead of treating them...

24

Escalate severe vibration, bearing distress, failed guards, major belt or coupling wear, abnormal heat, lubricant loss, or mechanical conditions indicating imminent failure.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Mechanical deterioration often appears as noise, vibration, heat, looseness, dust, oil residue, belt wear, or repeated adjustment. Trend these clues instead of treating them...

5. Electrical condition, cables, connections, panels, motors, controls, overheating clues, and power quality observations

25

Inspect accessible electrical enclosures, motors, starters, disconnects, control boxes, cable entries, conduit, flexible connections, and external wiring associated with the asset.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Stay within the inspector's authorization. Routine condition inspection can identify visible electrical warning signs; intrusive testing and energized work should remain with...

26

Check for heat discoloration, burned odor, soot, melted insulation, loose external fittings, damaged cable jackets, corrosion, moisture, or other visible electrical deterioration.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Stay within the inspector's authorization. Routine condition inspection can identify visible electrical warning signs; intrusive testing and energized work should remain with...

27

Review motor current, temperature, voltage, power, VFD alarms, trip history, runtime, or other approved electrical-condition readings where available.

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
----------------	----------------	-------	----------	--------

Execution tip: Stay within the inspector's authorization. Routine condition inspection can identify visible electrical warning signs; intrusive testing and energized work should remain with...

28

Confirm electrical covers, doors, blanks, cable glands, seals, labels, and visible grounding or bonding connections remain present and secure.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Stay within the inspector's authorization. Routine condition inspection can identify visible electrical warning signs; intrusive testing and energized work should remain with...

29

Check cooling fans, vents, heat sinks, panel filters, and electrical ventilation paths for blockage, dust, damage, or failed cooling where applicable.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Stay within the inspector's authorization. Routine condition inspection can identify visible electrical warning signs; intrusive testing and energized work should remain with...

30

Escalate exposed electrical risk, overheating clues, repeated trips, damaged insulation, water ingress, failed cooling, or other electrical defects to qualified personnel.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Stay within the inspector's authorization. Routine condition inspection can identify visible electrical warning signs; intrusive testing and energized work should remain with...

6. Leaks, seals, hoses, pipework, pressure interfaces, fluid condition, drainage, corrosion, and contamination

31

Inspect visible hoses, pipes, tubing, fittings, flanges, valves, seals, gaskets, joints, reservoirs, tanks, and fluid connections associated with the asset.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Small leaks can reveal seal, pressure, alignment, corrosion, or maintenance problems. Record the source, fluid, severity, affected area, and recurrence rather than only...

32

Check for active leaks, staining, oil residue, coolant loss, water leakage, fuel or chemical seepage, mineral deposits, wet insulation, or recurring drip marks.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Small leaks can reveal seal, pressure, alignment, corrosion, or maintenance problems. Record the source, fluid, severity, affected area, and recurrence rather than only...

33

Inspect flexible hoses, connectors, seals, bellows, expansion components, and vibration isolators for cracking, swelling, brittleness, abrasion, looseness, or deterioration.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Small leaks can reveal seal, pressure, alignment, corrosion, or maintenance problems. Record the source, fluid, severity, affected area, and recurrence rather than only...

34

Review pressure, fluid level, oil quality, coolant condition, hydraulic condition, drainage performance, or other fluid-system indicators where part of the asset programme.

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Small leaks can reveal seal, pressure, alignment, corrosion, or maintenance problems. Record the source, fluid, severity, affected area, and recurrence rather than only...

35

Check leak or drainage effects on floors, supports, electrical equipment, insulation, finishes, adjacent assets, corrosion, slip risk, or environmental condition.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: Small leaks can reveal seal, pressure, alignment, corrosion, or maintenance problems. Record the source, fluid, severity, affected area, and recurrence rather than only...

36

Escalate uncontrolled leakage, rapid fluid loss, pressure-system concern, damaged hoses, severe seal failure, contamination, or repeat leakage requiring corrective maintenance.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Small leaks can reveal seal, pressure, alignment, corrosion, or maintenance problems. Record the source, fluid, severity, affected area, and recurrence rather than only...

7. Safety features, guards, interlocks, emergency stops, barriers, access, warning labels, and protective condition

37

Inspect guards, covers, shields, barriers, enclosures, handrails, access panels, protective screens, and other physical safeguards associated with the asset.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: An asset cannot be rated acceptable if its protective features are missing or defeated. Verify safety components disturbed by maintenance are restored before the asset...

38

Check emergency stops, local isolators, safety switches, limit devices, interlocks, alarms, trips, protective relays, or shutdown functions where condition inspection includes them.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
----------------	----------------	-------	----------	--------

Execution tip: An asset cannot be rated acceptable if its protective features are missing or defeated. Verify safety components disturbed by maintenance are restored before the asset...

39

Confirm warning labels, hazard markings, operating limitations, lockout points, emergency instructions, and restricted-access markings remain legible where required.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: An asset cannot be rated acceptable if its protective features are missing or defeated. Verify safety components disturbed by maintenance are restored before the asset...

40

Inspect access around the asset for safe approach, maintenance clearance, lighting, housekeeping, trip hazards, blocked panels, or stored materials.

CRITICAL

CONDITION

Good

Monitor

Critical

LIVE PHOTO | Add

Execution tip: An asset cannot be rated acceptable if its protective features are missing or defeated. Verify safety components disturbed by maintenance are restored before the asset...

41

Verify protective devices, guards, interlocks, panels, or barriers removed for recent maintenance have been correctly restored and are not intentionally bypassed.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
----------------	----------------	-------	----------	--------

Execution tip: An asset cannot be rated acceptable if its protective features are missing or defeated. Verify safety components disturbed by maintenance are restored before the asset...

42

Escalate missing guards, defeated interlocks, failed emergency controls, unsafe access, exposed hazards, or other protective defects before normal operation continues where necessary.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
----------------	----------------	-------	----------	--------

Execution tip: An asset cannot be rated acceptable if its protective features are missing or defeated. Verify safety components disturbed by maintenance are restored before the asset...

8. Maintenance history, preventive work, breakdowns, repairs, parts, contractor service, and recurring failures

43

Review preventive-maintenance completion, inspection history, service dates, lubrication, filter or consumable changes, tests, and required specialist maintenance for the asset.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Condition should be judged with history. Repeated repairs, increasing callouts, overdue PM, obsolete parts, or recurring defects can indicate deteriorating asset health even...

44

Check breakdown history, emergency callouts, downtime, repeated resets, temporary repairs, recurring defects, and mean-time-between-failure trends where maintained.

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Condition should be judged with history. Repeated repairs, increasing callouts, overdue PM, obsolete parts, or recurring defects can indicate deteriorating asset health even...

45

Review major repairs, component replacements, refurbishments, modifications, upgrades, or contractor recommendations that materially affect the asset's current condition.

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Condition should be judged with history. Repeated repairs, increasing callouts, overdue PM, obsolete parts, or recurring defects can indicate deteriorating asset health even...

46

Confirm critical parts, consumables, obsolete components, long-lead items, or recurring replacement needs are identified where they affect maintainability or risk.

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Condition should be judged with history. Repeated repairs, increasing callouts, overdue PM, obsolete parts, or recurring defects can indicate deteriorating asset health even...

47

Check open work orders and contractor recommendations match current asset condition and are not being closed while the physical defect remains.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Condition should be judged with history. Repeated repairs, increasing callouts, overdue PM, obsolete parts, or recurring defects can indicate deteriorating asset health even...

48

Escalate overdue critical maintenance, repeated temporary repairs, worsening failure frequency, unavailable parts, obsolete support, or other history indicating declining reliability.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Condition should be judged with history. Repeated repairs, increasing callouts, overdue PM, obsolete parts, or recurring defects can indicate deteriorating asset health even...

9. Condition rating, defect severity, remaining-life clues, repairability, obsolescence, and repair-versus-replace decision

49

Assign the asset's current condition using the organization's approved rating scale and record the evidence supporting the grade.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Use a consistent condition scale. Separate immediate safety or service risk from deterioration that can be planned, and document the evidence behind repair,...

50

Classify observed defects by severity, safety impact, service impact, deterioration rate, recurrence, repair urgency, and likelihood of further failure.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Use a consistent condition scale. Separate immediate safety or service risk from deterioration that can be planned, and document the evidence behind repair,...

51

Review age, duty, operating hours, corrosion, wear, repair history, performance decline, obsolete technology, spare-parts availability, and specialist recommendations as remaining-life clues.

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Use a consistent condition scale. Separate immediate safety or service risk from deterioration that can be planned, and document the evidence behind repair,...

52

Assess whether the asset is suitable for routine repair, targeted refurbishment, major overhaul, upgrade, monitoring, restricted operation, or planned replacement.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Use a consistent condition scale. Separate immediate safety or service risk from deterioration that can be planned, and document the evidence behind repair,...

53

Confirm high-cost repair or replacement recommendations are supported by field condition, history, service risk, maintainability, lifecycle considerations, and appropriate technical review.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Use a consistent condition scale. Separate immediate safety or service risk from deterioration that can be planned, and document the evidence behind repair,...

54

Escalate assets with critical condition, rapid deterioration, unsupported temporary operation, obsolete safety-critical parts, or unacceptable service risk for management decision.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Use a consistent condition scale. Separate immediate safety or service risk from deterioration that can be planned, and document the evidence behind repair,...

10. Inspection result, corrective work, monitoring, reinspection, condition trends, capital follow-up, and final sign-off

55

Classify each finding by physical, mechanical, electrical, leak or fluid, safety feature, functional performance, maintenance history, obsolescence, documentation, or other approved category.

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Close the inspection only when every significant condition finding has an owner, action, monitoring plan, or accepted decision. Reinspect critical repairs before changing the...

56

Prioritize findings using immediate safety risk, service criticality, asset failure likelihood, deterioration rate, recurrence, repair lead time, and operational impact.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Close the inspection only when every significant condition finding has an owner, action, monitoring plan, or accepted decision. Reinspect critical repairs before changing the...

57

Create or link corrective work, specialist inspection, condition monitoring, parts procurement, refurbishment, engineering review, restricted operation, or replacement planning with named owners and due dates.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
----------------	----------------	-------	----------	--------

Execution tip: Close the inspection only when every significant condition finding has an owner, action, monitoring plan, or accepted decision. Reinspect critical repairs before changing the...

58

Define additional monitoring for assets that remain in service with accepted deterioration, including reading, photo, vibration, temperature, leak, alarm, or shorter inspection intervals where applicable.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Close the inspection only when every significant condition finding has an owner, action, monitoring plan, or accepted decision. Reinspect critical repairs before changing the...

59

Verify significant corrective work through reinspection, live photos, functional checks, updated readings, specialist reports, or revised condition score before closure.

CRITICAL

CONDITION

Condition item	Grade / result	Owner	Evidence	Action
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Execution tip: Close the inspection only when every significant condition finding has an owner, action, monitoring plan, or accepted decision. Reinspect critical repairs before changing the...

60

Record final condition grade, critical open defects, operating restrictions, monitoring requirements, repair or replacement recommendation, next inspection date, inspector, maintenance owner, facilities owner, and management approval.

CRITICAL

CONDITION

FINAL GRADE Enter	MAINTENANCE OWNER Enter	FACILITIES OWNER Enter	MANAGEMENT APPROVAL Enter
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Execution tip: Close the inspection only when every significant condition finding has an owner, action, monitoring plan, or accepted decision. Reinspect critical repairs before changing the...