

FREE FACILITIES & PROPERTY BUILDING ASSET INSPECTION TEMPLATE

Building Asset Inspection Checklist

Use this 60-point checklist to inspect fixed building assets across the envelope, interiors, HVAC, electrical, plumbing, life-safety support, lifts and access systems, external areas, condition grading, corrective work, repair priorities, reinspection, and final sign-off.

Property / building

Inspection date

Asset group / zone

Inspector / facilities owner

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

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

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

Building asset	Condition / result	Owner	Evidence	Action
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Execution tip: Start from the current building asset register. Confirm the exact asset, location, service duty, maintenance owner, and unresolved defects before judging condition.

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

Building asset	Condition / result	Owner	Evidence	Action
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Execution tip: Start from the current building asset register. Confirm the exact asset, location, service duty, maintenance owner, and unresolved defects before judging condition.

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

Building asset	Condition / result	Owner	Evidence	Action
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Execution tip: Start from the current building asset register. Confirm the exact asset, location, service duty, maintenance owner, and unresolved defects before judging condition.

- 4
- Review previous inspection findings, breakdowns, repeat repairs, alarms, leaks, damage, contractor recommendations, and open corrective work before inspection.
-
- ASSET

Building asset	Condition / result	Owner	Evidence	Action
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Execution tip: Start from the current building asset register. Confirm the exact asset, location, service duty, maintenance owner, and unresolved defects before judging condition.

- 5
- Confirm a responsible maintenance owner, facilities owner, specialist contractor, or service provider is assigned for each critical sampled asset.
- CRITICAL
- ASSET

Building asset	Condition / result	Owner	Evidence	Action
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Execution tip: Start from the current building asset register. Confirm the exact asset, location, service duty, maintenance owner, and unresolved defects before judging condition.

- 6
- Record property, building or zone, inspection date, inspector, asset group, maintenance owner, facilities owner, and next planned inspection date.
-
- ASSET

FINAL STATUS | Enter

MAINTENANCE OWNER | Enter

FACILITIES OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Start from the current building asset register. Confirm the exact asset, location, service duty, maintenance owner, and unresolved defects before judging condition.

2. Roof and envelope assets, drainage, facade components, doors, windows, sealants, and weather-protection condition

7

Inspect accessible roof drains, gutters, outlets, downpipes, flashings, hatches, roof-mounted covers, guardrails, and other maintained roof assets in scope.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect fixed envelope assets for both physical deterioration and their ability to protect the building from water, weather, and uncontrolled access.

8

Check facade panels, cladding components, canopies, louvers, grilles, vents, mounted signs, screens, and exterior fixtures for looseness, corrosion, impact, or deterioration.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect fixed envelope assets for both physical deterioration and their ability to protect the building from water, weather, and uncontrolled access.

9

Inspect windows, frames, glazing, exterior doors, closers, locks, weather seals, thresholds, and associated hardware for condition and serviceability.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect fixed envelope assets for both physical deterioration and their ability to protect the building from water, weather, and uncontrolled access.

10

Check sealants, gaskets, perimeter joints, flashing interfaces, weather strips, and water-shedding components for cracking, separation, gaps, or failed adhesion.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect fixed envelope assets for both physical deterioration and their ability to protect the building from water, weather, and uncontrolled access.

11

Review water stains, dampness, recurring leaks, corrosion trails, swollen finishes, or other clues that a building-envelope asset is no longer performing as intended.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect fixed envelope assets for both physical deterioration and their ability to protect the building from water, weather, and uncontrolled access.

12

Escalate loose facade assets, unsafe glazing, active water ingress, failed exterior doors, severe corrosion, or other envelope-asset defects requiring urgent repair.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
----------------	--------------------	-------	----------	--------

Execution tip: Inspect fixed envelope assets for both physical deterioration and their ability to protect the building from water, weather, and uncontrolled access.

3. Interior building assets, doors, partitions, ceilings, flooring components, railings, fixed fixtures, and common-area equipment

13

Inspect internal doors, frames, hinges, closers, locks, handles, access-control interfaces, stops, seals, and door hardware for reliable operation and secure condition.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Differentiate normal wear from asset defects that affect safety, accessibility, serviceability, moisture control, or continued deterioration.

14

Check fixed partitions, screens, ceiling systems, access panels, suspended ceiling components, wall-mounted items, and service hatches for damage or looseness.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Differentiate normal wear from asset defects that affect safety, accessibility, serviceability, moisture control, or continued deterioration.

15

Inspect handrails, guardrails, balustrades, stair components, ramps, fixed barriers, bollards, and protective rails for secure mounting and visible deterioration.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Differentiate normal wear from asset defects that affect safety, accessibility, serviceability, moisture control, or continued deterioration.

16

Check fixed counters, cabinets, benches, lockers, noticeboards, sanitary partitions, wall protection, and common-area fixtures for secure condition and damage.

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Differentiate normal wear from asset defects that affect safety, accessibility, serviceability, moisture control, or continued deterioration.

17

Inspect thresholds, floor-access covers, gratings, mats, floor trims, movement-joint covers, and other maintained flooring components for damage or trip risk.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Differentiate normal wear from asset defects that affect safety, accessibility, serviceability, moisture control, or continued deterioration.

18

Escalate unstable rails, failed doors, loose fixed fixtures, damaged access covers, ceiling hazards, or other interior-asset defects affecting safe building use.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
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Execution tip: Differentiate normal wear from asset defects that affect safety, accessibility, serviceability, moisture control, or continued deterioration.

4. HVAC and ventilation assets, air-handling equipment, fans, controls, condensate, duct interfaces, and visible condition

19

Inspect air-handling units, fan-coil units, split systems, exhaust fans, pumps, cooling or heating equipment, and other HVAC assets included in the building asset register.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: This building-asset inspection should identify condition and serviceability issues. Intrusive refrigerant, combustion, balancing, or controls work should remain with qualified...

20

Check panels, access doors, filters, coils, fans, belts, guards, mounts, insulation, and visible equipment surfaces for damage, dirt, looseness, corrosion, or overdue maintenance clues.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: This building-asset inspection should identify condition and serviceability issues. Intrusive refrigerant, combustion, balancing, or controls work should remain with qualified...

21

Inspect condensate pans, drains, traps, pumps, flexible connections, valves, and nearby surfaces for leakage, standing water, corrosion, blockage, or repeated moisture.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: This building-asset inspection should identify condition and serviceability issues. Intrusive refrigerant, combustion, balancing, or controls work should remain with qualified...

22

Review thermostats, sensors, control displays, actuators, dampers, BMS alarms, overrides, and visible control condition for unresolved faults where applicable.

ASSET

Building asset	Condition / result	Owner	Evidence	Action
----------------	--------------------	-------	----------	--------

Execution tip: This building-asset inspection should identify condition and serviceability issues. Intrusive refrigerant, combustion, balancing, or controls work should remain with qualified...

23

Check outdoor-air intakes, louvers, grilles, diffusers, exhaust outlets, accessible duct interfaces, and guards for blockage, damage, corrosion, or loose components.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: This building-asset inspection should identify condition and serviceability issues. Intrusive refrigerant, combustion, balancing, or controls work should remain with qualified...

24

Escalate failed fans, active leaks, severe corrosion, damaged guards, repeated alarms, unsafe panels, or other HVAC-asset defects requiring corrective or specialist work.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
----------------	--------------------	-------	----------	--------

Execution tip: This building-asset inspection should identify condition and serviceability issues. Intrusive refrigerant, combustion, balancing, or controls work should remain with qualified...

5. Electrical building assets, panels, lighting, controls, emergency power, visible wiring, enclosures, and equipment condition

25

Inspect accessible switchboards, panelboards, distribution boards, control panels, isolators, disconnects, and electrical enclosures included in the building asset register.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Routine building-asset inspection should remain within the inspector's authorization. Intrusive testing or energized electrical work should be assigned to qualified electrical...

26

Check panel doors, covers, blanks, locks, hinges, labels, cable entries, seals, and external enclosures for damage, looseness, corrosion, water exposure, or missing parts.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Routine building-asset inspection should remain within the inspector's authorization. Intrusive testing or energized electrical work should be assigned to qualified electrical...

27

Inspect fixed internal and external lighting, emergency lighting fittings, controls, sensors, timers, contactors, and local switching for condition and obvious failure.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Routine building-asset inspection should remain within the inspector's authorization. Intrusive testing or energized electrical work should be assigned to qualified electrical...

28

Check visible conduit, cable supports, flexible connections, socket outlets, switches, isolators, plugs, and external wiring interfaces for damage or overheating clues.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Routine building-asset inspection should remain within the inspector's authorization. Intrusive testing or energized electrical work should be assigned to qualified electrical...

29

Review UPS units, batteries, chargers, generators, automatic-transfer interfaces, emergency-power equipment, and related service records where these are building assets in scope.

ASSET

Building asset	Condition / result	Owner	Evidence	Action
----------------	--------------------	-------	----------	--------

Execution tip: Routine building-asset inspection should remain within the inspector's authorization. Intrusive testing or energized electrical work should be assigned to qualified electrical...

30

Escalate exposed electrical hazards, overheating clues, damaged enclosures, water near electrical equipment, repeated trips, failed emergency power, or other critical electrical defects.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
----------------	--------------------	-------	----------	--------

Execution tip: Routine building-asset inspection should remain within the inspector's authorization. Intrusive testing or energized electrical work should be assigned to qualified electrical...

6. Plumbing building assets, fixtures, valves, water heaters, pumps, tanks, drainage, pipework, and leak condition

31

Inspect visible water-supply valves, meters, fixtures, taps, toilets, basins, sinks, showers, and sanitary assets included in the building asset register.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect both the plumbing asset and the building around it. Water staining, corrosion, swelling, odor, or dampness can reveal hidden failure before the source is obvious.

32

Check water heaters, storage cylinders, calorifiers, recirculation components, visible valves, pipe insulation, and accessible hot-water equipment for damage or leakage.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect both the plumbing asset and the building around it. Water staining, corrosion, swelling, odor, or dampness can reveal hidden failure before the source is obvious.

33

Inspect booster pumps, sump pumps, sewage pumps, tanks, float controls, pressure devices, gauges, and alarms for visible condition and serviceability.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
----------------	--------------------	-------	----------	--------

Execution tip: Inspect both the plumbing asset and the building around it. Water staining, corrosion, swelling, odor, or dampness can reveal hidden failure before the source is obvious.

34

Check floor drains, traps, gullies, cleanouts, waste lines, sump areas, drainage covers, and accessible plumbing interfaces for blockage, leakage, odor, or damage.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect both the plumbing asset and the building around it. Water staining, corrosion, swelling, odor, or dampness can reveal hidden failure before the source is obvious.

35

Inspect visible pipework, joints, flanges, supports, hangers, insulation, flexible connections, penetrations, and surrounding surfaces for leakage, corrosion, or deterioration.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect both the plumbing asset and the building around it. Water staining, corrosion, swelling, odor, or dampness can reveal hidden failure before the source is obvious.

36

Escalate uncontrolled leaks, sewage backup, failed critical pumps, damaged tanks, severe corrosion, hot-water faults, or other plumbing-asset defects requiring corrective work.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
----------------	--------------------	-------	----------	--------

Execution tip: Inspect both the plumbing asset and the building around it. Water staining, corrosion, swelling, odor, or dampness can reveal hidden failure before the source is obvious.

7. Fire and life-safety support assets, fire doors, extinguishers, alarms, emergency lighting, signage, and egress interfaces

37

Inspect visible fire doors, closers, latches, panic hardware, hold-open devices, frames, seals, glazing, and associated hardware for obvious damage or poor operation.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Use this inspection to verify visible condition, access, and obvious faults. Code-required inspection and testing of fire-protection systems should remain with the appropriate...

38

Check portable fire extinguishers and cabinets for presence, access, mounting, obvious damage, and visible service-status concerns where included in the building asset register.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Use this inspection to verify visible condition, access, and obvious faults. Code-required inspection and testing of fire-protection systems should remain with the appropriate...

39

Review fire-alarm panel status and visible manual devices, notification appliances, detectors, interfaces, or local fire-system assets for obvious faults or obstruction.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
----------------	--------------------	-------	----------	--------

Execution tip: Use this inspection to verify visible condition, access, and obvious faults. Code-required inspection and testing of fire-protection systems should remain with the appropriate...

40

Inspect emergency lighting fittings, exit signs, directional signs, fire-service signs, and visible emergency-power interfaces for obvious damage or failed condition.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Use this inspection to verify visible condition, access, and obvious faults. Code-required inspection and testing of fire-protection systems should remain with the appropriate...

41

Check sprinkler or standpipe access points, valve rooms, fire-service connections, hose or cabinet interfaces, and other visible life-safety support assets for obstruction or damage.

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Use this inspection to verify visible condition, access, and obvious faults. Code-required inspection and testing of fire-protection systems should remain with the appropriate...

42

Escalate damaged fire doors, missing extinguishers, alarm faults, failed emergency lighting, obstructed fire-service assets, or other conditions reducing required fire or life-safety protection.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
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Execution tip: Use this inspection to verify visible condition, access, and obvious faults. Code-required inspection and testing of fire-protection systems should remain with the appropriate...

8. Lifts, automatic doors, access control, security, gates, shutters, barriers, and specialist building equipment

43

Inspect lift or elevator landing doors, indicators, call buttons, lobby interfaces, machine-room access, and visible associated assets for damage or reported faults.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect obvious condition and operational clues while leaving intrusive work on lifts and other regulated systems to appropriately authorized specialists.

44

Check automatic doors, powered gates, shutters, barriers, turnstiles, intercoms, card readers, locks, magnetic releases, and access-control hardware for condition and obvious operation issues.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect obvious condition and operational clues while leaving intrusive work on lifts and other regulated systems to appropriately authorized specialists.

45

Inspect visible sensors, safety edges, photo eyes, release devices, tracks, rollers, hinges, motors, guards, supports, or control housings for damage where safely observable.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Inspect obvious condition and operational clues while leaving intrusive work on lifts and other regulated systems to appropriately authorized specialists.

46

Review specialist service status, inspection labels, fault logs, service reports, or recurring callouts for lifts, doors, gates, barriers, or similar equipment where applicable.

ASSET

Building asset	Condition / result	Owner	Evidence	Action

Execution tip: Inspect obvious condition and operational clues while leaving intrusive work on lifts and other regulated systems to appropriately authorized specialists.

47

Confirm failed access or security assets have appropriate temporary controls and are not creating uncontrolled access, trapped-person risk, or blocked egress.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action

Execution tip: Inspect obvious condition and operational clues while leaving intrusive work on lifts and other regulated systems to appropriately authorized specialists.

48

Escalate repeated lift faults, failed automatic doors, unsafe gates or barriers, damaged access controls, or specialist equipment that cannot be safely or reliably operated.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action

Execution tip: Inspect obvious condition and operational clues while leaving intrusive work on lifts and other regulated systems to appropriately authorized specialists.

9. External and site assets, paving, drainage, lighting, fences, gates, bollards, waste areas, and weather-exposed equipment

49

Inspect external lights, bollards, signs, fences, gates, railings, canopies, bicycle racks, benches, barriers, and other maintained site assets for damage or deterioration.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: External assets deteriorate quickly when drainage, corrosion, impact, vegetation, or weathering is ignored. Record progressive deterioration before it becomes a safety or...

50

Check paving, curbs, steps, ramps, gratings, drain covers, inspection covers, trench covers, and fixed external walking-surface assets for damage or instability.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: External assets deteriorate quickly when drainage, corrosion, impact, vegetation, or weathering is ignored. Record progressive deterioration before it becomes a safety or...

51

Inspect external drainage assets, channels, gullies, catch basins, downpipe outlets, screens, grates, and visible stormwater components for blockage or damage.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: External assets deteriorate quickly when drainage, corrosion, impact, vegetation, or weathering is ignored. Record progressive deterioration before it becomes a safety or...

52

Check waste enclosures, compactor areas, bin stores, service-yard assets, loading-area fixtures, docks, rails, and protective equipment for condition and serviceability.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: External assets deteriorate quickly when drainage, corrosion, impact, vegetation, or weathering is ignored. Record progressive deterioration before it becomes a safety or...

53

Inspect weather-exposed plant, cabinets, enclosures, meters, valves, pumps, irrigation equipment, and utility interfaces for corrosion, UV damage, water ingress, or impact.

CRITICAL

ASSET

Serviceable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: External assets deteriorate quickly when drainage, corrosion, impact, vegetation, or weathering is ignored. Record progressive deterioration before it becomes a safety or...

54

Escalate unstable covers, failed external lighting, damaged barriers, blocked drainage, unsafe rails, severe corrosion, or other external-asset defects affecting safe property use.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
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Execution tip: External assets deteriorate quickly when drainage, corrosion, impact, vegetation, or weathering is ignored. Record progressive deterioration before it becomes a safety or...

10. Condition rating, maintenance status, corrective work, repair priority, reinspection, trends, and final sign-off

55

Assign each sampled asset a current condition status or grade using the organization's approved rating scale and record the evidence supporting the result.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
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Execution tip: Finish with an actionable asset record. Every significant defect should have a severity, owner, due date, repair or monitoring path, and verification before the condition...

56

Classify defects by asset type, physical condition, functionality, safety significance, service impact, deterioration rate, recurrence, and repair urgency.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
----------------	--------------------	-------	----------	--------

Execution tip: Finish with an actionable asset record. Every significant defect should have a severity, owner, due date, repair or monitoring path, and verification before the condition...

57

Create or link corrective maintenance, specialist inspection, repair, replacement, parts procurement, monitoring, or capital follow-up with named owners and due dates.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
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Execution tip: Finish with an actionable asset record. Every significant defect should have a severity, owner, due date, repair or monitoring path, and verification before the condition...

58

Review overdue maintenance, recurring defects, repeat breakdowns, poor contractor recommendations, or worsening asset condition for systemic maintenance or lifecycle concerns.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
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Execution tip: Finish with an actionable asset record. Every significant defect should have a severity, owner, due date, repair or monitoring path, and verification before the condition...

59

Verify significant corrective work through reinspection, live photos, functional checks, updated readings, service reports, or specialist evidence before closure.

CRITICAL

ASSET

Building asset	Condition / result	Owner	Evidence	Action
----------------	--------------------	-------	----------	--------

Execution tip: Finish with an actionable asset record. Every significant defect should have a severity, owner, due date, repair or monitoring path, and verification before the condition...

60

Record final inspection status, critical open defects, restricted assets, monitoring requirements, repair or replacement priorities, next inspection date, inspector, maintenance owner, facilities owner, and management approval.

CRITICAL

ASSET

FINAL STATUS Enter	MAINTENANCE OWNER Enter	FACILITIES OWNER Enter	MANAGEMENT APPROVAL Enter
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Execution tip: Finish with an actionable asset record. Every significant defect should have a severity, owner, due date, repair or monitoring path, and verification before the condition...