

FREE FACILITIES & PROPERTY COMMON AREA TEMPLATE

Common Area Inspection Checklist

Use this 60-point checklist to inspect entrances, lobbies, corridors, stairs, lifts and shared amenities, washrooms, lighting, signage, emergency egress, accessibility, security, housekeeping, waste, moisture, corrective actions, and final sign-off.

Property / building

Inspection date

Floor / common area

Inspector / facilities owner

Internal Facilities & Property template. Apply current building, fire, accessibility, housekeeping, security, emergency, lease, service-contract, and local regulatory requirements. Use specialist inspection or testing where required for lifts, fire systems, electrical equipment, accessibility, or other regulated building systems.

1. Inspection scope, common-area map, occupancy, responsibilities, and previous findings

- 1
- Confirm the property, building, floor or zone, inspection date, occupancy status, and common-area inspection scope are clearly identified.
- CRITICAL
- COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Define every shared space before inspecting. Include public-facing areas, circulation routes, shared amenities, washrooms, stairwells, lift lobbies, service...

- 2
- Identify entrances, lobbies, corridors, stairwells, lift lobbies, shared washrooms, waiting areas, lounges, common rooms, circulation routes, and shared amenities included in the inspection.
- CRITICAL
- COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Define every shared space before inspecting. Include public-facing areas, circulation routes, shared amenities, washrooms, stairwells, lift lobbies, service...

- 3
- Review previous common-area findings, occupant complaints, slip or trip incidents, cleaning issues, lighting failures, access problems, water leaks, and overdue repairs before the walk-through.
- COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Define every shared space before inspecting. Include public-facing areas, circulation routes, shared amenities, washrooms, stairwells, lift lobbies, service...

- 4
- Confirm responsibility is defined across property management, facilities, housekeeping, security, landlords, tenants, contractors, and maintenance teams for each shared area.
- COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Define every shared space before inspecting. Include public-facing areas, circulation routes, shared amenities, washrooms, stairwells, lift lobbies, service...

- 5
- Verify inspection standards, housekeeping expectations, repair-response rules, emergency requirements, accessibility responsibilities, and escalation criteria are available where applicable.
- CRITICAL
- COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Define every shared space before inspecting. Include public-facing areas, circulation routes, shared amenities, washrooms, stairwells, lift lobbies, service...

- 6
- Record property, building or floor, inspection date, inspector, property owner, facilities owner, and planned follow-up date.
- COMMON

FINAL STATUS | Enter

FACILITIES OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Define every shared space before inspecting. Include public-facing areas, circulation routes, shared amenities, washrooms, stairwells, lift lobbies, service...

2. Entrances, lobbies, reception areas, vestibules, doors, mats, and arrival condition

7 Inspect main and secondary entrances, vestibules, lobbies, reception areas, and waiting zones for cleanliness, damage, congestion, and safe movement. **CRITICAL** COMMON

Acceptable

Needs action

Critical

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

Execution tip: Entrances combine weather exposure, heavy foot traffic, security interfaces, and public presentation. Check safe access, floor condition, doors, lighting, mats,...

8 Check entrance doors, frames, handles, locks, closers, glazing, thresholds, automatic door operation, and weather seals for damage or poor operation. **CRITICAL** COMMON

Acceptable

Needs action

Critical

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

Execution tip: Entrances combine weather exposure, heavy foot traffic, security interfaces, and public presentation. Check safe access, floor condition, doors, lighting, mats,...

9 Inspect entrance mats, runners, floor transitions, thresholds, grilles, and temporary floor protection for secure placement and trip resistance. **CRITICAL** COMMON

Acceptable

Needs action

Critical

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

Execution tip: Entrances combine weather exposure, heavy foot traffic, security interfaces, and public presentation. Check safe access, floor condition, doors, lighting, mats,...

10 Confirm rainwater, tracked-in moisture, cleaning activity, or other wet-floor conditions are promptly controlled and do not create an unmanaged slip hazard. **CRITICAL** COMMON

Acceptable

Needs action

Critical

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

Execution tip: Entrances combine weather exposure, heavy foot traffic, security interfaces, and public presentation. Check safe access, floor condition, doors, lighting, mats,...

11 Verify entrance lighting, reception lighting, external-to-internal transition lighting, signage, intercoms, and access-control devices are serviceable where provided. COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Entrances combine weather exposure, heavy foot traffic, security interfaces, and public presentation. Check safe access, floor condition, doors, lighting, mats,...

12 Record damaged finishes, broken fixtures, recurring water entry, failed doors, cracked glazing, or other entrance defects requiring facilities or contractor action. **CRITICAL** COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Entrances combine weather exposure, heavy foot traffic, security interfaces, and public presentation. Check safe access, floor condition, doors, lighting, mats,...

3. Corridors, passageways, stairs, landings, handrails, guardrails, and walking surfaces

13

Inspect corridors, passageways, connecting routes, stairs, landings, and shared circulation spaces for obstructions, clutter, stored materials, or unsafe congestion.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common circulation routes should remain clear, stable, well lit, and easy to navigate. Repeated temporary obstructions or floor defects should be treated as...

14

Check floors, tiles, carpet, coatings, joints, transitions, thresholds, and walking surfaces for cracks, lifting, loose materials, holes, unevenness, or trip hazards.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common circulation routes should remain clear, stable, well lit, and easy to navigate. Repeated temporary obstructions or floor defects should be treated as...

15

Inspect stair treads, nosings, landings, handrails, guardrails, balustrades, and edge protection for secure condition and visible damage.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common circulation routes should remain clear, stable, well lit, and easy to navigate. Repeated temporary obstructions or floor defects should be treated as...

16

Confirm cables, hoses, cleaning equipment, furniture, deliveries, waste, maintenance tools, or temporary work do not obstruct common routes or stairs.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common circulation routes should remain clear, stable, well lit, and easy to navigate. Repeated temporary obstructions or floor defects should be treated as...

17

Verify corridor and stair lighting is adequate and failed lamps, damaged fittings, flicker, dark zones, or emergency-light defects are logged.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common circulation routes should remain clear, stable, well lit, and easy to navigate. Repeated temporary obstructions or floor defects should be treated as...

18

Record recurring trip hazards, damaged flooring, poor housekeeping, blocked routes, or repeated stair defects for preventive repair or replacement planning.

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common circulation routes should remain clear, stable, well lit, and easy to navigate. Repeated temporary obstructions or floor defects should be treated as...

4. Lifts, lift lobbies, escalators, shared amenities, seating, furniture, and fixtures

19

Inspect lift lobbies, elevator doors, call buttons, indicators, visible landing equipment, and surrounding finishes for damage, cleanliness, and serviceability.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Shared amenities need both functional and visual inspection. Focus on usability, damage, cleanliness, access, obvious safety defects, and whether service...

20

Record lifts, escalators, moving walks, automatic doors, or other shared transport equipment that are out of service, visibly damaged, or operating abnormally.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Shared amenities need both functional and visual inspection. Focus on usability, damage, cleanliness, access, obvious safety defects, and whether service...

21

Inspect common seating, benches, tables, counters, work surfaces, charging points, display units, partitions, and shared furniture for damage, instability, sharp edges, or poor condition.

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Shared amenities need both functional and visual inspection. Focus on usability, damage, cleanliness, access, obvious safety defects, and whether service...

22

Check shared lounges, waiting areas, mailrooms, parcel areas, business centers, gyms, prayer rooms, community rooms, or other common amenities for condition and serviceability where provided.

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Shared amenities need both functional and visual inspection. Focus on usability, damage, cleanliness, access, obvious safety defects, and whether service...

23

Verify common-area fixtures such as clocks, screens, dispensers, notice boards, decorative elements, planters, and wall-mounted items are secure and not creating hazards.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Shared amenities need both functional and visual inspection. Focus on usability, damage, cleanliness, access, obvious safety defects, and whether service...

24

Record recurring amenity failures, damaged furniture, unavailable equipment, or repeated service complaints requiring maintenance, contractor, or replacement action.

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Shared amenities need both functional and visual inspection. Focus on usability, damage, cleanliness, access, obvious safety defects, and whether service...

5. Shared washrooms, handwashing areas, sanitary facilities, supplies, drainage, and hygiene condition

25

Inspect shared toilets, urinals, sinks, counters, mirrors, partitions, doors, floors, walls, and touchpoints for cleanliness, damage, staining, and serviceability.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Washroom inspection should cover serviceability as well as cleanliness. Check supplies, leaks, odors, drainage, accessibility features, fixtures, and recurring...

26

Confirm soap, hand-drying supplies, toilet tissue, sanitary disposal supplies, and other required consumables are available and replenished according to property standards.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
-----------------	----------------	-------	----------	--------

Execution tip: Washroom inspection should cover serviceability as well as cleanliness. Check supplies, leaks, odors, drainage, accessibility features, fixtures, and recurring...

27

Check floors, fixtures, pipework, drains, and sanitary equipment for leaks, standing water, blockages, poor drainage, sewage backup, or other conditions requiring urgent action.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Washroom inspection should cover serviceability as well as cleanliness. Check supplies, leaks, odors, drainage, accessibility features, fixtures, and recurring...

28

Inspect accessible washroom features, grab bars, clearances, doors, fixtures, alarm cords or other accessibility provisions for visible damage, obstruction, or loss of intended use where provided.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Washroom inspection should cover serviceability as well as cleanliness. Check supplies, leaks, odors, drainage, accessibility features, fixtures, and recurring...

29

Verify ventilation, lighting, odor control, cleaning records, and service checks are satisfactory and repeated washroom complaints are escalated.

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Washroom inspection should cover serviceability as well as cleanliness. Check supplies, leaks, odors, drainage, accessibility features, fixtures, and recurring...

30

Record broken fixtures, leaking taps, damaged partitions, persistent odors, poor drainage, recurring blockages, or sanitation failures for housekeeping or facilities follow-up.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
-----------------	----------------	-------	----------	--------

Execution tip: Washroom inspection should cover serviceability as well as cleanliness. Check supplies, leaks, odors, drainage, accessibility features, fixtures, and recurring...

6. Lighting, signage, wayfinding, emergency information, displays, and visual condition

31

Inspect general lighting in lobbies, corridors, stairs, lift areas, common rooms, entrances, and shared amenities for failed lamps, flicker, damage, or dark zones.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common areas should be easy to navigate in normal and emergency conditions. Check lighting, signs, information displays, and mounted items for visibility,...

32

Check wayfinding signs, floor or unit directories, room identifiers, accessibility signs, warning signs, property notices, and directional information for visibility and accuracy.

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common areas should be easy to navigate in normal and emergency conditions. Check lighting, signs, information displays, and mounted items for visibility,...

33

Verify exit signs, emergency direction signs, evacuation maps, emergency contact information, and other emergency information are visible and not obscured.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common areas should be easy to navigate in normal and emergency conditions. Check lighting, signs, information displays, and mounted items for visibility,...

34

Inspect wall-mounted signs, screens, displays, frames, notice boards, clocks, artwork, and other mounted objects for secure attachment and visible damage.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common areas should be easy to navigate in normal and emergency conditions. Check lighting, signs, information displays, and mounted items for visibility,...

35

Confirm temporary signs, promotional displays, queue barriers, decorations, seasonal items, or event materials do not obstruct common routes or create trip, fire, or falling-object hazards.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common areas should be easy to navigate in normal and emergency conditions. Check lighting, signs, information displays, and mounted items for visibility,...

36

Record outdated, damaged, missing, misleading, or poorly positioned signage requiring facilities, security, property-management, or tenant action.

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common areas should be easy to navigate in normal and emergency conditions. Check lighting, signs, information displays, and mounted items for visibility,...

7. Emergency exits, fire doors, extinguishers, emergency lighting, alarms, and common-area egress

37

Confirm applicable exit routes, exit access, exit doors, corridors, stairs, and final discharge paths through common areas remain free and unobstructed.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common-area egress must remain immediately usable. Keep exit routes clear and ensure visible emergency safeguards are not blocked, damaged, or...

38

Check fire doors and smoke-control doors in common areas for damage, obstruction, improper propping, failed closers, or conditions preventing intended operation.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common-area egress must remain immediately usable. Keep exit routes clear and ensure visible emergency safeguards are not blocked, damaged, or...

39

Inspect visible fire extinguishers, alarm points, detectors, sprinkler heads or valves, hose cabinets, fire-service equipment, and related access for obstruction or obvious damage.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common-area egress must remain immediately usable. Keep exit routes clear and ensure visible emergency safeguards are not blocked, damaged, or...

40

Verify exit signs, emergency lighting, alarm indicators, evacuation information, and other visible emergency safeguards are serviceable or defects are logged.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common-area egress must remain immediately usable. Keep exit routes clear and ensure visible emergency safeguards are not blocked, damaged, or...

41

Confirm furniture, displays, parcels, bicycles, cleaning carts, waste, deliveries, tenant items, or maintenance activity do not reduce required common-area egress.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common-area egress must remain immediately usable. Keep exit routes clear and ensure visible emergency safeguards are not blocked, damaged, or...

42

Escalate blocked exits, impaired fire doors, damaged emergency lighting, obstructed fire equipment, or other urgent egress defects immediately and apply interim controls.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
-----------------	----------------	-------	----------	--------

Execution tip: Common-area egress must remain immediately usable. Keep exit routes clear and ensure visible emergency safeguards are not blocked, damaged, or...

8. Accessibility, security, access control, occupant safety, public interfaces, and shared-space conduct

43

Inspect accessible entrances, routes, ramps, handrails, doors, lift access, seating areas, washroom approaches, and circulation spaces for visible obstruction or damage.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common areas must work for diverse users. Review accessible movement, security controls, door operation, public interfaces, and conditions that can create...

44

Check access-control readers, locks, turnstiles, gates, intercoms, visitor systems, security doors, and shared access points for obvious damage or unreliable operation.

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common areas must work for diverse users. Review accessible movement, security controls, door operation, public interfaces, and conditions that can create...

45

Confirm security controls do not create unsafe egress, blocked routes, inaccessible shared areas, or unmanaged queues during normal or emergency conditions.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common areas must work for diverse users. Review accessible movement, security controls, door operation, public interfaces, and conditions that can create...

46

Inspect public-facing edges, low-level glazing, doors, queue zones, children or visitor areas, parcel spaces, and common seating for sharp edges, unstable items, or other occupant-facing hazards.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common areas must work for diverse users. Review accessible movement, security controls, door operation, public interfaces, and conditions that can create...

47

Check for unauthorized storage, personal belongings, bicycles, scooters, deliveries, packages, or tenant items accumulating in common routes or shared spaces.

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Common areas must work for diverse users. Review accessible movement, security controls, door operation, public interfaces, and conditions that can create...

48

Record repeated security, access, accessibility, crowding, visitor-flow, or occupant-behavior issues requiring property-management or operational action.

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common areas must work for diverse users. Review accessible movement, security controls, door operation, public interfaces, and conditions that can create...

9. Housekeeping, waste, pest indicators, moisture, odors, plants, and recurring common-area defects

49

Inspect common areas for litter, dust, spills, stains, debris, waste, clutter, cobwebs, accumulated dirt, or neglected corners.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Recurring common-area cleanliness problems can reveal building defects or weak service ownership. Separate cleaning needs from leaks, drainage, pest entry,...

50

Check waste and recycling bins for overflow, leakage, damage, odor, poor placement, or conditions attracting pests.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Recurring common-area cleanliness problems can reveal building defects or weak service ownership. Separate cleaning needs from leaks, drainage, pest entry,...

51

Inspect for leaks, dampness, water staining, condensation, mold-like growth, damaged ceiling tiles, musty odors, or other moisture indicators.

CRITICAL

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Recurring common-area cleanliness problems can reveal building defects or weak service ownership. Separate cleaning needs from leaks, drainage, pest entry,...

52

Check for pest evidence including droppings, insects, nesting, damaged materials, food residue, standing water, or entry gaps in common spaces.

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Recurring common-area cleanliness problems can reveal building defects or weak service ownership. Separate cleaning needs from leaks, drainage, pest entry,...

53

Inspect indoor plants, planters, decorative water features, mats, soft furnishings, and similar common-area elements for leakage, damage, pest risk, or poor maintenance.

COMMON

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Recurring common-area cleanliness problems can reveal building defects or weak service ownership. Separate cleaning needs from leaks, drainage, pest entry,...

54

Record recurring cleaning failures, odors, leaks, pests, stains, damaged finishes, or housekeeping issues that require facilities, pest-control, or contractor action beyond routine cleaning.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Recurring common-area cleanliness problems can reveal building defects or weak service ownership. Separate cleaning needs from leaks, drainage, pest entry,...

10. Finding priority, corrective actions, work orders, verification, recurring trends, and final sign-off

55

Classify each finding by entrance, floor or route, stair, lift, washroom, lighting, signage, fire or egress, accessibility, security, housekeeping, moisture, or other approved category.

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common-area defects affect many users, so ownership should be visible. Control urgent hazards immediately and verify repairs before repeated failures become...

56

Prioritize findings using safety risk, occupant exposure, service disruption, accessibility impact, recurrence, property presentation, repair urgency, and regulatory significance.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common-area defects affect many users, so ownership should be visible. Control urgent hazards immediately and verify repairs before repeated failures become...

57

Assign housekeeping corrections, maintenance work orders, contractor tasks, security actions, accessibility repairs, fire-system follow-up, or specialist reviews to named owners with due dates.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common-area defects affect many users, so ownership should be visible. Control urgent hazards immediately and verify repairs before repeated failures become...

58

Apply immediate controls such as cleaning, drying, barricading, alternate routing, removing obstructions, restricting access, or isolating damaged fixtures when a condition cannot be corrected at once.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common-area defects affect many users, so ownership should be visible. Control urgent hazards immediately and verify repairs before repeated failures become...

59

Verify significant corrective actions through reinspection, live photos, completed work orders, contractor evidence, functional checks, or other objective proof before closure.

CRITICAL

COMMON

Inspection item	Current status	Owner	Evidence	Action
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Execution tip: Common-area defects affect many users, so ownership should be visible. Control urgent hazards immediately and verify repairs before repeated failures become...

60

Record final inspection status, critical open risks, restricted areas, overdue actions, recurring defects, next inspection date, inspector, property owner, facilities owner, and management approval.

CRITICAL

COMMON

FINAL STATUS | Enter

FACILITIES OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Common-area defects affect many users, so ownership should be visible. Control urgent hazards immediately and verify repairs before repeated failures become...