

FREE FACILITIES & PROPERTY INSPECTION TEMPLATE

Facility Inspection Checklist

Use this 60-point checklist to inspect building and property condition across exterior areas, common spaces, walking surfaces, envelope, electrical and fire systems, utilities, housekeeping, defects, work orders, preventive maintenance, and final sign-off.

Facility / property

Inspection date

Zone / floor

Inspector / facility owner

Internal Facilities & Property template. Apply current building, fire, electrical, accessibility, lease, maintenance, manufacturer, insurance, and local regulatory requirements. Where OSHA general-industry rules apply, relevant walking-surface, exit-route, and electrical requirements should be included.

1. Facility scope, inspection readiness, occupancy, ownership, and previous findings

- 1
- Confirm the facility, building, property, floor, zone, inspection date, occupancy or operating status, and inspection scope are clearly identified.
- CRITICAL
- FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Start with the property context. Define which buildings, floors, outdoor areas, plant rooms, common spaces, and higher-risk locations are included before the...

- 2
- Verify current floor plans, asset lists, emergency information, preventive-maintenance schedules, prior inspection findings, and open work orders are available where needed.
- FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Start with the property context. Define which buildings, floors, outdoor areas, plant rooms, common spaces, and higher-risk locations are included before the...

- 3
- Confirm high-risk or restricted areas such as roofs, electrical rooms, mechanical rooms, plant rooms, loading areas, and service spaces are included or intentionally excluded with a reason.
- CRITICAL
- FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Start with the property context. Define which buildings, floors, outdoor areas, plant rooms, common spaces, and higher-risk locations are included before the...

- 4
- Review previous facility defects, repeated leaks, trip hazards, lighting failures, electrical concerns, fire-safety issues, complaints, incidents, and overdue repairs before sampling.
- FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Start with the property context. Define which buildings, floors, outdoor areas, plant rooms, common spaces, and higher-risk locations are included before the...

- 5
- Confirm responsible facility, engineering, maintenance, housekeeping, security, EHS, landlord, or contractor contacts are identified for follow-up.
- FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Start with the property context. Define which buildings, floors, outdoor areas, plant rooms, common spaces, and higher-risk locations are included before the...

- 6
- Record property or facility name, inspection date, zone or floor, inspector, facility owner, maintenance contact, and planned follow-up date.
- FACILITY

FINAL STATUS | Enter

FACILITY OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Start with the property context. Define which buildings, floors, outdoor areas, plant rooms, common spaces, and higher-risk locations are included before the...

2. Exterior condition, grounds, parking, access routes, drainage, and perimeter safety

7 Inspect external walkways, paths, ramps, curbs, parking areas, loading approaches, and pedestrian routes for damage, uneven surfaces, holes, loose materials, or trip hazards. **CRITICAL** FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Inspect the property from the outside in. Exterior defects can become interior safety, water-damage, security, and accessibility problems if they are not...

8 Check exterior stairs, handrails, guardrails, ramps, landings, bollards, barriers, and protective structures for stability, damage, corrosion, or missing components. **CRITICAL** FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Inspect the property from the outside in. Exterior defects can become interior safety, water-damage, security, and accessibility problems if they are not...

9 Verify site drainage, gutters, downpipes, channels, grates, roof drains, and surface grading are not creating ponding, overflow, erosion, or uncontrolled water entry. **CRITICAL** FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Inspect the property from the outside in. Exterior defects can become interior safety, water-damage, security, and accessibility problems if they are not...

10 Inspect exterior walls, facades, canopies, roofs visible from safe access points, signs, awnings, fences, gates, and perimeter elements for deterioration or loose components. **CRITICAL** FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Inspect the property from the outside in. Exterior defects can become interior safety, water-damage, security, and accessibility problems if they are not...

11 Confirm exterior and parking-area lighting is operational where provided and dark, damaged, or failed lighting locations are recorded for action. FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Inspect the property from the outside in. Exterior defects can become interior safety, water-damage, security, and accessibility problems if they are not...

12 Check entrances, delivery points, emergency access, fire-lane or responder access, gates, and perimeter routes remain usable and are not blocked by stored materials, vehicles, or temporary work. **CRITICAL** FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Inspect the property from the outside in. Exterior defects can become interior safety, water-damage, security, and accessibility problems if they are not...

3. Entrances, lobbies, corridors, common areas, doors, and routine access

13

Inspect main entrances, vestibules, reception areas, lobbies, corridors, common rooms, and circulation routes for cleanliness, damage, congestion, and safe access.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Common areas should support safe movement during normal operations and emergencies. Look for obstructions, damaged finishes, uncontrolled cords, poor...

14

Confirm corridors, passageways, and routine access routes are free from materials, furniture, cables, waste, temporary equipment, or other obstructions that create a hazard.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Common areas should support safe movement during normal operations and emergencies. Look for obstructions, damaged finishes, uncontrolled cords, poor...

15

Check doors, frames, closers, handles, locks, panic or exit hardware where applicable, glazing, seals, and thresholds for safe operation and visible damage.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Common areas should support safe movement during normal operations and emergencies. Look for obstructions, damaged finishes, uncontrolled cords, poor...

16

Verify internal lighting is adequate for the area and failed lamps, damaged fittings, flicker, dark zones, or emergency-light defects are reported.

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Common areas should support safe movement during normal operations and emergencies. Look for obstructions, damaged finishes, uncontrolled cords, poor...

17

Inspect mats, floor transitions, thresholds, cable covers, floor penetrations, and temporary coverings for secure installation and trip resistance.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Common areas should support safe movement during normal operations and emergencies. Look for obstructions, damaged finishes, uncontrolled cords, poor...

18

Confirm access-control, visitor, key, security, or restricted-area arrangements provided by the facility are functioning as intended without obstructing required emergency egress.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Common areas should support safe movement during normal operations and emergencies. Look for obstructions, damaged finishes, uncontrolled cords, poor...

4. Floors, stairs, ladders, platforms, handrails, guardrails, and walking-working surfaces

19

Inspect floors and walking-working surfaces for cracks, holes, loose tiles, damaged coatings, uneven edges, protrusions, slippery conditions, or other defects.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be kept clean, orderly, and as dry as feasible, inspected regularly, and maintained...

20

Confirm spills, leaks, standing water, dust, debris, waste, and other surface contamination are controlled promptly and affected areas are protected until safe.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be kept clean, orderly, and as dry as feasible, inspected regularly, and maintained...

21

Check stairs, treads, nosings, landings, handrails, guardrails, platforms, and elevated access surfaces for secure condition and visible deterioration.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be kept clean, orderly, and as dry as feasible, inspected regularly, and maintained...

22

Verify fixed ladders, portable ladders provided for facility work, access hatches, roof access, and other access equipment are stored, maintained, and controlled according to applicable site requirements.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be kept clean, orderly, and as dry as feasible, inspected regularly, and maintained...

23

Confirm walking-working surfaces used by employees are inspected regularly and known defects are repaired or otherwise controlled before normal use continues.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be kept clean, orderly, and as dry as feasible, inspected regularly, and maintained...

24

Record any area where safe access or egress is reduced by damage, temporary work, storage, construction, maintenance activity, or environmental conditions.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be kept clean, orderly, and as dry as feasible, inspected regularly, and maintained...

5. Building envelope, walls, ceilings, windows, roofs, moisture, and structural condition

25

Inspect walls, partitions, columns, ceilings, soffits, visible structural elements, and finishes for cracks, impact damage, movement, loose materials, or deterioration.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Water ingress and building-envelope deterioration often leave early evidence before a major failure. Record stains, cracks, movement, corrosion, mold-like...

26

Check windows, glazing, frames, seals, louvers, vents, skylights, and external openings for cracks, broken components, water entry, or unsafe condition.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Water ingress and building-envelope deterioration often leave early evidence before a major failure. Record stains, cracks, movement, corrosion, mold-like...

27

Look for roof leaks, ceiling stains, dampness, condensation, active water ingress, mold-like growth, corrosion, damaged insulation, or repeated moisture evidence.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Water ingress and building-envelope deterioration often leave early evidence before a major failure. Record stains, cracks, movement, corrosion, mold-like...

28

Confirm damaged ceiling tiles, loose panels, suspended items, fixtures, signage, or overhead components are secured or isolated where they could fall.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Water ingress and building-envelope deterioration often leave early evidence before a major failure. Record stains, cracks, movement, corrosion, mold-like...

29

Verify visible roof, gutter, flashing, sealant, joint, facade, and waterproofing defects are linked to maintenance review rather than only cosmetic repair where water entry may continue.

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Water ingress and building-envelope deterioration often leave early evidence before a major failure. Record stains, cracks, movement, corrosion, mold-like...

30

Escalate signs of structural movement, significant cracking, unstable components, falling-material risk, or other conditions requiring qualified engineering assessment.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Water ingress and building-envelope deterioration often leave early evidence before a major failure. Record stains, cracks, movement, corrosion, mold-like...

6. Electrical systems, panels, lighting, receptacles, cords, and utility-room condition

31

Inspect electrical panels, disconnects, switchgear, distribution boards, and similar equipment for secure covers, visible damage, water exposure, overheating evidence, or unauthorized storage nearby.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Facility inspections should identify obvious electrical defects without replacing work by qualified electrical personnel. Keep electrical equipment accessible...

32

Confirm required working access around electrical equipment is not obstructed by stored materials, furniture, waste, or temporary equipment.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Facility inspections should identify obvious electrical defects without replacing work by qualified electrical personnel. Keep electrical equipment accessible...

33

Check receptacles, switches, plugs, extension cords, power strips, visible wiring, junction boxes, and covers for damage, looseness, exposed parts, or other obvious defects.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

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

Execution tip: Facility inspections should identify obvious electrical defects without replacing work by qualified electrical personnel. Keep electrical equipment accessible...

34

Verify temporary wiring or extension-cord use is controlled by the site's electrical-safety rules and is not being used as an unmanaged permanent facility solution.

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Facility inspections should identify obvious electrical defects without replacing work by qualified electrical personnel. Keep electrical equipment accessible...

35

Inspect normal lighting, emergency lighting, illuminated signs, exterior lights, plant-room lighting, and service-area lighting for failed or damaged units.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Facility inspections should identify obvious electrical defects without replacing work by qualified electrical personnel. Keep electrical equipment accessible...

36

Escalate electrical burning odor, arcing, damaged insulation, exposed energized parts, water near electrical equipment, repeated breaker trips, or other serious electrical warning signs immediately.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Facility inspections should identify obvious electrical defects without replacing work by qualified electrical personnel. Keep electrical equipment accessible...

7. Fire protection, emergency exits, exit routes, alarms, extinguishers, and emergency access

37

Confirm required exit routes, exit access, exit doors, stairs, corridors, and discharge areas are unobstructed and not used for temporary storage.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed, and emergency safeguards should be maintained in working order...

38

Verify exit signs, directional signs, emergency lighting, and other egress markings provided by the facility are visible and operational.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed, and emergency safeguards should be maintained in working order...

39

Inspect fire extinguishers, hose cabinets, fire doors, alarm points, detectors, sprinkler valves, risers, hydrant or fire-service access, and other visible fire-protection assets for blocked access or obvious damage.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed, and emergency safeguards should be maintained in working order...

40

Confirm fire doors and smoke-control doors provided by the facility are not improperly propped, obstructed, damaged, or prevented from operating as intended.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed, and emergency safeguards should be maintained in working order...

41

Check emergency equipment, alarm panels, evacuation information, assembly-point information, and responder access are available and not hidden by construction, storage, displays, or temporary work.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed, and emergency safeguards should be maintained in working order...

42

Record any impairment, isolation, out-of-service fire-protection system, blocked exit route, or emergency-access issue requiring immediate escalation and interim controls.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed, and emergency safeguards should be maintained in working order...

8. HVAC, ventilation, plumbing, restrooms, water systems, lifts, and mechanical rooms

43

Inspect HVAC units, air-handling areas, ventilation grilles, filters visible through normal service checks, thermostats, and occupied-area conditions for obvious malfunction or damage.

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Mechanical and plumbing failures often show warning signs such as leaks, unusual noise, vibration, odors, temperature complaints, alarms, and housekeeping...

44

Check mechanical rooms, boiler or plant rooms, pump areas, compressor spaces, and service zones for leaks, unusual noise or vibration, housekeeping issues, blocked access, or stored materials.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Mechanical and plumbing failures often show warning signs such as leaks, unusual noise, vibration, odors, temperature complaints, alarms, and housekeeping...

45

Inspect plumbing fixtures, pipes, valves, drains, sinks, toilets, washrooms, water heaters, and visible water systems for leaks, damage, blockage, corrosion, or poor drainage.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Mechanical and plumbing failures often show warning signs such as leaks, unusual noise, vibration, odors, temperature complaints, alarms, and housekeeping...

46

Verify restrooms, wash areas, drinking-water points, janitorial areas, and sanitation facilities are serviceable, clean, supplied, and free from significant defects.

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Mechanical and plumbing failures often show warning signs such as leaks, unusual noise, vibration, odors, temperature complaints, alarms, and housekeeping...

47

Check elevators, lifts, escalators, automatic doors, or similar building transport systems for visible damage, out-of-service status, unusual operation, or overdue service indicators where information is available.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Mechanical and plumbing failures often show warning signs such as leaks, unusual noise, vibration, odors, temperature complaints, alarms, and housekeeping...

48

Record active leaks, sewage or drainage backup, loss of essential ventilation, mechanical alarms, overheating, unsafe plant-room access, or other urgent utility failures for immediate response.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Mechanical and plumbing failures often show warning signs such as leaks, unusual noise, vibration, odors, temperature complaints, alarms, and housekeeping...

9. Housekeeping, waste, storage, pests, service areas, and general property condition

49

Confirm work areas, storerooms, service rooms, utility spaces, janitorial areas, corridors, and common spaces are maintained in a clean and orderly condition.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Good facility condition depends on daily control, not only major repairs. Service rooms, storerooms, waste areas, and back-of-house spaces often reveal...

50

Check waste, recycling, cardboard, packaging, combustible materials, discarded furniture, and maintenance debris are removed or stored in designated areas.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Good facility condition depends on daily control, not only major repairs. Service rooms, storerooms, waste areas, and back-of-house spaces often reveal...

51

Verify storage does not block doors, exits, electrical equipment, fire equipment, valves, access panels, service routes, ventilation, or maintenance access.

CRITICAL

FACILITY

Acceptable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Good facility condition depends on daily control, not only major repairs. Service rooms, storerooms, waste areas, and back-of-house spaces often reveal...

52

Inspect for pest evidence such as droppings, nesting, insects, damaged packaging, entry gaps, stagnant water, or waste conditions requiring pest-control follow-up.

FACILITY

Acceptable

Needs repair

Critical

LIVE PHOTO | Add

Execution tip: Good facility condition depends on daily control, not only major repairs. Service rooms, storerooms, waste areas, and back-of-house spaces often reveal...

53

Confirm chemical, janitorial, maintenance, paint, fuel, gas-cylinder, or other service-material storage follows the site's approved segregation, labeling, access, and spill-control requirements.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Good facility condition depends on daily control, not only major repairs. Service rooms, storerooms, waste areas, and back-of-house spaces often reveal...

54

Record odors, cleanliness complaints, graffiti, damaged furnishings, broken fixtures, loose signage, vandalism, or other property-condition issues requiring repair or service.

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Good facility condition depends on daily control, not only major repairs. Service rooms, storerooms, waste areas, and back-of-house spaces often reveal...

10. Defect prioritization, work orders, preventive maintenance, verification, records, and sign-off

55

Classify each finding by safety, operational, structural, fire, electrical, water-damage, security, accessibility, comfort, cosmetic, or other approved facility category.

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Convert inspection findings into owned work. Critical hazards need immediate control, while recurring minor defects should still be trended so chronic building...

56

Prioritize findings using the site's risk and urgency criteria and apply immediate containment or access restriction where an unsafe condition cannot be repaired at once.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Convert inspection findings into owned work. Critical hazards need immediate control, while recurring minor defects should still be trended so chronic building...

57

Create or link work orders, contractor tasks, capital requests, preventive-maintenance actions, cleaning requests, or specialist assessments with named owners and due dates.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Convert inspection findings into owned work. Critical hazards need immediate control, while recurring minor defects should still be trended so chronic building...

58

Verify completed repairs are reinspected when required and evidence confirms the defect is corrected rather than only marked complete in the maintenance system.

CRITICAL

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
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Execution tip: Convert inspection findings into owned work. Critical hazards need immediate control, while recurring minor defects should still be trended so chronic building...

59

Trend recurring leaks, lighting failures, trip hazards, HVAC complaints, restroom issues, electrical defects, fire-safety findings, and repeated work orders for preventive action and asset planning.

FACILITY

Inspection item	Current status	Owner	Evidence	Work order
-----------------	----------------	-------	----------	------------

Execution tip: Convert inspection findings into owned work. Critical hazards need immediate control, while recurring minor defects should still be trended so chronic building...

60

Record final inspection status, critical open risks, restricted areas, work-order references, next inspection date, inspector, facility owner, maintenance owner, and management approval.

CRITICAL

FACILITY

FINAL STATUS | Enter

FACILITY OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Convert inspection findings into owned work. Critical hazards need immediate control, while recurring minor defects should still be trended so chronic building...