

FREE FACILITIES & PROPERTY PREVENTIVE MAINTENANCE INSPECTION TEMPLATE

Preventive Maintenance Inspection Checklist

Use this 60-point checklist to verify PM work orders against actual asset condition across mechanical, electrical, HVAC, plumbing, life-safety support, building fabric, safe maintenance practice, overdue work, recurring defects, corrective actions, and final verification.

Property / building

Inspection date

Asset group / zone

Inspector / maintenance owner

Internal Facilities & Property template. Apply manufacturer instructions, safe-work procedures, specialist inspection and testing requirements, service contracts, electrical and mechanical rules, fire and life-safety requirements, building standards, and local regulations as controlling references.

1. Inspection scope, asset list, PM schedule, criticality, ownership, and previous defects

- 1
- Confirm the property, building, floor or zone, inspection date, maintenance period, and preventive-maintenance inspection scope are clearly identified.
- CRITICAL
- PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Start from the asset register and current PM schedule. The inspection should verify both completion evidence and actual asset condition, especially for critical and...

- 2
- Identify the assets, systems, rooms, equipment groups, or PM work orders included in the inspection and confirm each has a unique asset or location reference.
- CRITICAL
- PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Start from the asset register and current PM schedule. The inspection should verify both completion evidence and actual asset condition, especially for critical and...

- 3
- Verify the current preventive-maintenance schedule identifies required tasks, frequencies, critical assets, responsible team or contractor, and expected completion dates.
- CRITICAL
- PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Start from the asset register and current PM schedule. The inspection should verify both completion evidence and actual asset condition, especially for critical and...

- 4
- Review previous PM inspection findings, repeated breakdowns, overdue work orders, recurring alarms, leaks, safety defects, and unresolved maintenance actions before sampling.
-
- PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Start from the asset register and current PM schedule. The inspection should verify both completion evidence and actual asset condition, especially for critical and...

- 5
- Confirm ownership is defined across facilities, engineering, maintenance, property management, specialist contractors, EHS, and operations for inspected PM activities.
- CRITICAL
- PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Start from the asset register and current PM schedule. The inspection should verify both completion evidence and actual asset condition, especially for critical and...

- 6
- Record property, inspection date, asset group or zone, inspector, maintenance owner, facilities owner, contractor where applicable, and next planned review date.
-
- PM CHECK

FINAL STATUS | Enter

MAINTENANCE OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Start from the asset register and current PM schedule. The inspection should verify both completion evidence and actual asset condition, especially for critical and...

2. PM work orders, task completion, frequencies, checklists, technician evidence, and close-out quality

7

Confirm sampled PM work orders were completed within the required frequency or approved tolerance and overdue work is clearly identified.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: A closed work order is not enough. Compare the recorded PM task with actual asset condition, readings, evidence, parts used, and outstanding defects before accepting...

8

Verify each sampled work order includes the required PM task list, completion date, technician or contractor identity, asset ID, and relevant observations.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: A closed work order is not enough. Compare the recorded PM task with actual asset condition, readings, evidence, parts used, and outstanding defects before accepting...

9

Check that required readings, measurements, lubrication, cleaning, adjustments, replacements, inspections, or functional checks are recorded where applicable.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: A closed work order is not enough. Compare the recorded PM task with actual asset condition, readings, evidence, parts used, and outstanding defects before accepting...

10

Compare completed PM records with actual asset condition to identify work that appears missed, incomplete, inaccurately closed, or not supported by evidence.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: A closed work order is not enough. Compare the recorded PM task with actual asset condition, readings, evidence, parts used, and outstanding defects before accepting...

11

Confirm defects discovered during PM are not hidden inside completed work orders and have been converted into corrective work, repair requests, or engineering review as required.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: A closed work order is not enough. Compare the recorded PM task with actual asset condition, readings, evidence, parts used, and outstanding defects before accepting...

12

Review repeat extensions, deferred PM, duplicate closures, missing evidence, abnormal completion times, or repeated no-fault findings for possible maintenance-process weakness.

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: A closed work order is not enough. Compare the recorded PM task with actual asset condition, readings, evidence, parts used, and outstanding defects before accepting...

3. Mechanical equipment, rotating assets, guards, lubrication, belts, bearings, vibration clues, and condition

13

Inspect pumps, motors, fans, gearboxes, drives, compressors, or other rotating equipment in scope for visible leakage, looseness, damage, or abnormal operating condition.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Inspect visible condition after PM. Look for oil leaks, looseness, abnormal noise, heat, vibration clues, damaged guards, contamination, and evidence that routine service...

14

Confirm required guards, covers, couplings, belt guards, shaft protection, and access panels are securely reinstalled after maintenance.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Inspect visible condition after PM. Look for oil leaks, looseness, abnormal noise, heat, vibration clues, damaged guards, contamination, and evidence that routine service...

15

Check lubrication points, oil levels, grease fittings, reservoirs, seals, and visible lubricant condition against the PM requirement where safely accessible.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Inspect visible condition after PM. Look for oil leaks, looseness, abnormal noise, heat, vibration clues, damaged guards, contamination, and evidence that routine service...

16

Inspect belts, chains, couplings, pulleys, bearings, mounts, anti-vibration supports, and fasteners for obvious wear, damage, looseness, or misalignment.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Inspect visible condition after PM. Look for oil leaks, looseness, abnormal noise, heat, vibration clues, damaged guards, contamination, and evidence that routine service...

17

Review recorded vibration, temperature, noise, pressure, flow, or condition-monitoring readings where required and confirm abnormal results triggered action.

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Inspect visible condition after PM. Look for oil leaks, looseness, abnormal noise, heat, vibration clues, damaged guards, contamination, and evidence that routine service...

18

Escalate oil or fluid leaks, overheating, abnormal noise, excessive vibration, missing guards, loose mounts, or other conditions requiring corrective maintenance.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Inspect visible condition after PM. Look for oil leaks, looseness, abnormal noise, heat, vibration clues, damaged guards, contamination, and evidence that routine service...

4. Electrical assets, panels, connections, batteries, lighting, controls, access, and visible maintenance condition

19

Inspect electrical rooms, panels, distribution boards, starters, control cabinets, UPS units, batteries, lighting panels, and related assets in the PM sample for visible condition and access.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Routine inspection should stay within the inspector's authorization. Do not open energized equipment or perform electrical testing unless the work is assigned to...

20

Confirm panel covers, blanks, doors, labels, locks, guards, and enclosure hardware are secure and left correctly reassembled after maintenance.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Routine inspection should stay within the inspector's authorization. Do not open energized equipment or perform electrical testing unless the work is assigned to...

21

Check required access and working space around electrical equipment is not blocked by storage, cleaning materials, tools, spare parts, or maintenance waste.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Routine inspection should stay within the inspector's authorization. Do not open energized equipment or perform electrical testing unless the work is assigned to...

22

Inspect visible cables, conduits, glands, plugs, sockets, isolators, switches, emergency stops, and external connections for obvious damage, heat discoloration, looseness, or deterioration.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Routine inspection should stay within the inspector's authorization. Do not open energized equipment or perform electrical testing unless the work is assigned to...

23

Verify battery, UPS, emergency-power, charger, or backup-system PM records include required condition checks, replacement dates, alarms, and test evidence where applicable.

CRITICAL

PM CHECK

PM Item	Condition / status	Owner	Evidence	Action
---------	--------------------	-------	----------	--------

Execution tip: Routine inspection should stay within the inspector's authorization. Do not open energized equipment or perform electrical testing unless the work is assigned to...

24

Escalate exposed live-part risk, damaged enclosures, overheating clues, loose or damaged electrical components, unresolved alarms, or unsafe access conditions to qualified electrical personnel.

CRITICAL

PM CHECK

PM Item	Condition / status	Owner	Evidence	Action
---------	--------------------	-------	----------	--------

Execution tip: Routine inspection should stay within the inspector's authorization. Do not open energized equipment or perform electrical testing unless the work is assigned to...

5. HVAC, air-handling, filters, coils, belts, condensate, controls, temperatures, and ventilation condition

25

Inspect air-handling units, fan-coil units, package units, split systems, exhaust fans, cooling equipment, and other HVAC assets included in the PM sample.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: HVAC PM inspection should verify cleanliness, airflow-related components, condensate control, filters, belts, controls, and recorded readings - not just that a work order...

26

Confirm filters were inspected or replaced at the required interval and are correctly fitted, clean enough for service, and not bypassing the filter frame.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: HVAC PM inspection should verify cleanliness, airflow-related components, condensate control, filters, belts, controls, and recorded readings - not just that a work order...

27

Inspect visible coils, drain pans, condensate lines, traps, insulation, access panels, and surrounding areas for dirt, water, blockage, corrosion, leakage, or microbial growth clues.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: HVAC PM inspection should verify cleanliness, airflow-related components, condensate control, filters, belts, controls, and recorded readings - not just that a work order...

28

Check belts, pulleys, fan sections, dampers, actuators, guards, vibration mounts, and accessible mechanical components for serviceable condition.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: HVAC PM inspection should verify cleanliness, airflow-related components, condensate control, filters, belts, controls, and recorded readings - not just that a work order...

29

Review recorded temperatures, pressures, differential pressure, airflow, control setpoints, alarms, refrigerant-related observations, or other required PM readings where applicable.

PM CHECK

PM Item	Condition / status	Owner	Evidence	Action
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Execution tip: HVAC PM inspection should verify cleanliness, airflow-related components, condensate control, filters, belts, controls, and recorded readings - not just that a work order...

30

Escalate water leakage, blocked condensate, failed fans, abnormal noise, poor airflow, repeated alarms, damaged insulation, or other HVAC defects requiring corrective work.

CRITICAL

PM CHECK

PM Item	Condition / status	Owner	Evidence	Action
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Execution tip: HVAC PM inspection should verify cleanliness, airflow-related components, condensate control, filters, belts, controls, and recorded readings - not just that a work order...

6. Plumbing, pumps, tanks, valves, water systems, drains, leaks, and preventive service condition

31

Inspect pumps, tanks, valves, water heaters, pressure systems, visible pipework, drainage equipment, sump systems, and plumbing assets included in the PM sample.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Small leaks and drainage issues often become repeat failures. Verify PM identifies deterioration early and that recurring plumbing defects are not repeatedly deferred.

32

Check visible joints, seals, valves, gauges, flexible connections, drains, traps, strainers, and equipment bases for leakage, corrosion, damage, or poor condition.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Small leaks and drainage issues often become repeat failures. Verify PM identifies deterioration early and that recurring plumbing defects are not repeatedly deferred.

33

Confirm required valve exercises, strainer cleaning, flushing, descaling, tank checks, pump checks, or other planned plumbing tasks are documented where applicable.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Small leaks and drainage issues often become repeat failures. Verify PM identifies deterioration early and that recurring plumbing defects are not repeatedly deferred.

34

Review recorded pressures, temperatures, levels, pump status, alarms, run hours, or other maintenance readings required by the PM plan.

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Small leaks and drainage issues often become repeat failures. Verify PM identifies deterioration early and that recurring plumbing defects are not repeatedly deferred.

35

Inspect plant-room drains, condensate routes, floor drains, sump pits, and surrounding housekeeping for blockage, standing water, overflow, or repeated leakage.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Small leaks and drainage issues often become repeat failures. Verify PM identifies deterioration early and that recurring plumbing defects are not repeatedly deferred.

36

Escalate active leaks, pressure loss, pump failure, corrosion, drainage problems, water damage, or repeated plumbing defects for corrective maintenance.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Small leaks and drainage issues often become repeat failures. Verify PM identifies deterioration early and that recurring plumbing defects are not repeatedly deferred.

7. Fire and life-safety support assets, emergency equipment, service evidence, impairments, and PM interfaces

37

Confirm fire-alarm, emergency-lighting, fire-door, extinguisher, sprinkler, pump, generator, or other life-safety PM activities included in scope have current service evidence where applicable.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Routine PM inspection can verify status, records, access, and visible condition, but it does not replace code-required specialist inspection, testing, maintenance, or...

38

Check visible life-safety equipment and associated access points are unobstructed and have no obvious damage, isolation, fault, or overdue maintenance indicator.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Routine PM inspection can verify status, records, access, and visible condition, but it does not replace code-required specialist inspection, testing, maintenance, or...

39

Review active impairments, disabled points, isolated valves, unavailable emergency equipment, or overdue specialist service and confirm each has an owner and restoration plan.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Routine PM inspection can verify status, records, access, and visible condition, but it does not replace code-required specialist inspection, testing, maintenance, or...

40

Verify PM work around life-safety systems did not leave covers removed, doors wedged, panels isolated, valves closed, devices obstructed, or equipment unavailable after maintenance.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Routine PM inspection can verify status, records, access, and visible condition, but it does not replace code-required specialist inspection, testing, maintenance, or...

41

Confirm specialist test, maintenance, or certification reports are linked to the correct asset and unresolved deficiencies are transferred into corrective work.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Routine PM inspection can verify status, records, access, and visible condition, but it does not replace code-required specialist inspection, testing, maintenance, or...

42

Escalate any condition that reduces required fire or life-safety protection and apply the site's approved impairment process where required.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Routine PM inspection can verify status, records, access, and visible condition, but it does not replace code-required specialist inspection, testing, maintenance, or...

8. Building fabric, doors, roofs, drainage, finishes, access systems, and recurring property defects

43

Inspect sampled roofs, gutters, drains, doors, windows, sealants, ceilings, walls, floors, access systems, or other building-fabric items included in the PM plan.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Preventive maintenance is not limited to plant equipment. Repeated leaks, damaged doors, sealant failure, blocked drainage, or deteriorating finishes should be...

44

Confirm doors, closers, locks, hinges, automatic operators, access-control components, shutters, gates, or similar maintained assets operate correctly after PM where included.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Preventive maintenance is not limited to plant equipment. Repeated leaks, damaged doors, sealant failure, blocked drainage, or deteriorating finishes should be...

45

Check roof and external drainage PM evidence addresses debris, blocked outlets, damaged gutters, downpipes, standing water, leakage, and visible deterioration where applicable.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Preventive maintenance is not limited to plant equipment. Repeated leaks, damaged doors, sealant failure, blocked drainage, or deteriorating finishes should be...

46

Inspect recurring leak points, sealant joints, water stains, damaged finishes, corrosion, cracked surfaces, or building-envelope clues for unresolved deterioration.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: Preventive maintenance is not limited to plant equipment. Repeated leaks, damaged doors, sealant failure, blocked drainage, or deteriorating finishes should be...

47

Verify planned periodic tasks such as roof cleaning, door adjustment, sealant inspection, drainage clearing, coating checks, or facade-access servicing are recorded where applicable.

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Preventive maintenance is not limited to plant equipment. Repeated leaks, damaged doors, sealant failure, blocked drainage, or deteriorating finishes should be...

48

Escalate structural warning signs, active water ingress, failed doors, severe deterioration, unsafe access, or defects requiring specialist assessment rather than routine PM.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Preventive maintenance is not limited to plant equipment. Repeated leaks, damaged doors, sealant failure, blocked drainage, or deteriorating finishes should be...

9. Safe maintenance practice, isolation, tools, housekeeping, spares, contractor controls, and return-to-service readiness

49

Confirm required isolation, lockout or tagout, permit, access-control, or other safe-maintenance process was used for sampled work where applicable.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: The maintenance task is not complete until tools, guards, isolations, temporary controls, waste, and access restrictions are cleared and the asset is safely returned to...

50

Verify guards, covers, interlocks, access panels, emergency stops, barriers, and safety devices removed for maintenance were correctly restored before return to service.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: The maintenance task is not complete until tools, guards, isolations, temporary controls, waste, and access restrictions are cleared and the asset is safely returned to...

51

Check tools, rags, packaging, used parts, lubricants, chemicals, temporary leads, barriers, warning signs, and maintenance waste were removed or properly controlled after work.

CRITICAL

PM CHECK

Verified

Follow-up

Critical

LIVE PHOTO | Add

Execution tip: The maintenance task is not complete until tools, guards, isolations, temporary controls, waste, and access restrictions are cleared and the asset is safely returned to...

52

Inspect maintenance stores and critical spares used for PM for correct identification, suitable storage, shelf-life control where relevant, and availability for critical assets.

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: The maintenance task is not complete until tools, guards, isolations, temporary controls, waste, and access restrictions are cleared and the asset is safely returned to...

53

Confirm contractors completed required site induction, permits, service reports, defect escalation, housekeeping, and handback documentation for sampled maintenance work.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: The maintenance task is not complete until tools, guards, isolations, temporary controls, waste, and access restrictions are cleared and the asset is safely returned to...

54

Escalate missing guards, incomplete isolation removal, unsafe temporary repairs, abandoned tools or materials, uncontrolled chemicals, or equipment returned to service in an unsafe condition.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: The maintenance task is not complete until tools, guards, isolations, temporary controls, waste, and access restrictions are cleared and the asset is safely returned to...

10. Inspection result, overdue PM, corrective work, verification, repeat failures, backlog, and final sign-off

55

Classify each finding by missed PM, incomplete task, mechanical, electrical, HVAC, plumbing, life safety, building fabric, safety control, contractor, documentation, or other approved category.

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Close the inspection only when PM evidence and actual asset condition agree. Repeated overdue work, recurring faults, and repeat defects should feed reliability...

56

Prioritize findings using asset criticality, safety risk, service impact, condition deterioration, repeated failure, statutory or specialist requirement, and urgency.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Close the inspection only when PM evidence and actual asset condition agree. Repeated overdue work, recurring faults, and repeat defects should feed reliability...

57

Create or link corrective work orders, specialist service, replacement, engineering review, parts procurement, contractor action, or programme changes with named owners and due dates.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Close the inspection only when PM evidence and actual asset condition agree. Repeated overdue work, recurring faults, and repeat defects should feed reliability...

58

Review overdue PM, deferred work, repeat breakdowns, recurring alarms, repeated leaks, chronic defects, and maintenance backlog for assets needing stronger intervention.

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Close the inspection only when PM evidence and actual asset condition agree. Repeated overdue work, recurring faults, and repeat defects should feed reliability...

59

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

CRITICAL

PM CHECK

PM item	Condition / status	Owner	Evidence	Action
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Execution tip: Close the inspection only when PM evidence and actual asset condition agree. Repeated overdue work, recurring faults, and repeat defects should feed reliability...

60

Record final PM-inspection status, critical open defects, overdue maintenance, deferred work, repeat failures, next inspection date, inspector, maintenance owner, facilities owner, and management approval.

CRITICAL

PM CHECK

FINAL STATUS | Enter

MAINTENANCE OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Close the inspection only when PM evidence and actual asset condition agree. Repeated overdue work, recurring faults, and repeat defects should feed reliability...