

FREE FACILITIES & PROPERTY CONDITION TEMPLATE

Property Condition Checklist

Use this 60-point checklist to assess property health across external areas, building envelope, structural warning signs, interiors, electrical and life-safety condition, utilities, moisture, accessibility, maintenance backlog, repair priorities, and capital needs.

Property / building

Inspection date

Zone / asset

Inspector / property manager

Internal Facilities & Property template. Apply current building, fire, electrical, accessibility, lease, insurance, specialist-survey, manufacturer, and local regulatory requirements. This visible condition review does not replace structural, electrical, fire, lift, or other specialist inspections where required.

1. Property profile, inspection scope, occupancy, asset context, and prior condition history

1

Confirm the property name, address or site identifier, building or asset reference, inspection date, occupancy status, and inspection scope are recorded.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
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Execution tip: Define what property condition means for this inspection. Include the relevant buildings, structures, external areas, shared spaces, plant areas, vacant units,...

2

Identify the buildings, floors, units, common areas, exterior zones, roofs, service spaces, parking, landscaping, and other property elements included in the review.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
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Execution tip: Define what property condition means for this inspection. Include the relevant buildings, structures, external areas, shared spaces, plant areas, vacant units,...

3

Review available property plans, asset registers, lease or responsibility boundaries, previous condition reports, defect logs, open work orders, and capital plans.

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
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Execution tip: Define what property condition means for this inspection. Include the relevant buildings, structures, external areas, shared spaces, plant areas, vacant units,...

4

Confirm known high-risk or recurring conditions such as water ingress, facade defects, structural cracking, electrical issues, HVAC failures, drainage problems, or repeated tenant complaints are highlighted before inspection.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
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Execution tip: Define what property condition means for this inspection. Include the relevant buildings, structures, external areas, shared spaces, plant areas, vacant units,...

5

Identify responsible property manager, facility manager, maintenance owner, landlord, tenant contact, engineering contact, and specialist contractors where relevant.

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Define what property condition means for this inspection. Include the relevant buildings, structures, external areas, shared spaces, plant areas, vacant units,...

6

Record property, building or zone, inspection date, inspector, property owner, maintenance owner, and planned follow-up date.

PROPERTY

FINAL STATUS | Enter

PROPERTY OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Define what property condition means for this inspection. Include the relevant buildings, structures, external areas, shared spaces, plant areas, vacant units,...

2. Site, grounds, parking, landscaping, drainage, boundaries, and external access condition

7 Inspect driveways, parking areas, pedestrian paths, curbs, ramps, steps, service roads, loading approaches, and paved surfaces for cracking, settlement, potholes, edge failure, or trip hazards. **CRITICAL** PROPERTY

Good

Repair needed

Critical

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

Execution tip: The external site often reveals drainage, settlement, deterioration, and access problems before they affect the building. Record both safety defects and signs of...

8 Check site drainage, channels, grates, catch basins, gutters, downpipes, swales, and surface grading for blockage, ponding, erosion, overflow, or uncontrolled runoff. **CRITICAL** PROPERTY

Good

Repair needed

Critical

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

Execution tip: The external site often reveals drainage, settlement, deterioration, and access problems before they affect the building. Record both safety defects and signs of...

9 Inspect retaining walls, boundary walls, fences, gates, bollards, barriers, railings, and perimeter structures for leaning, corrosion, impact damage, loose components, or deterioration. **CRITICAL** PROPERTY

Good

Repair needed

Critical

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

Execution tip: The external site often reveals drainage, settlement, deterioration, and access problems before they affect the building. Record both safety defects and signs of...

10 Review landscaping, trees, branches, roots, irrigation, planting beds, and ground cover for conditions that may affect buildings, walkways, drainage, lighting, or visibility. PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: The external site often reveals drainage, settlement, deterioration, and access problems before they affect the building. Record both safety defects and signs of...

11 Confirm exterior lighting, parking lighting, security lighting, wayfinding, property signage, and visible external fixtures are intact and operational where provided. PROPERTY

Good

Repair needed

Critical

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

Execution tip: The external site often reveals drainage, settlement, deterioration, and access problems before they affect the building. Record both safety defects and signs of...

12 Record blocked emergency or service access, unsafe external conditions, unstable site features, or drainage failures requiring urgent temporary control or specialist review. **CRITICAL** PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: The external site often reveals drainage, settlement, deterioration, and access problems before they affect the building. Record both safety defects and signs of...

3. Roof, facade, exterior walls, windows, doors, sealants, and building-envelope condition

13

Inspect accessible roof areas or safely visible roof sections for damaged coverings, ponding, loose materials, blocked drains, failed flashing, deteriorated sealants, or vegetation growth.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Look for evidence of water entry and material movement as well as visible damage. Repeated patching, failed sealants, staining, and corrosion can indicate a...

14

Check exterior walls, cladding, render, masonry, joints, panels, trims, canopies, parapets, and soffits for cracks, spalling, corrosion, impact damage, loose components, or displacement.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Look for evidence of water entry and material movement as well as visible damage. Repeated patching, failed sealants, staining, and corrosion can indicate a...

15

Inspect windows, glazing, frames, gaskets, seals, louvers, shutters, and exterior doors for cracks, failed seals, broken hardware, water entry, deterioration, or unsafe glazing condition.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Look for evidence of water entry and material movement as well as visible damage. Repeated patching, failed sealants, staining, and corrosion can indicate a...

16

Look for staining, efflorescence, peeling coatings, corrosion, dampness, biological growth, or other evidence of persistent moisture at the building envelope.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Look for evidence of water entry and material movement as well as visible damage. Repeated patching, failed sealants, staining, and corrosion can indicate a...

17

Verify roof drains, gutters, scuppers, downpipes, flashings, penetrations, expansion joints, and facade sealants are included in maintenance follow-up when recurring leakage is evident.

PROPERTY

Condition Item	Rating / status	Owner	Evidence	Repair / action
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Execution tip: Look for evidence of water entry and material movement as well as visible damage. Repeated patching, failed sealants, staining, and corrosion can indicate a...

18

Escalate loose facade elements, unstable parapets, falling-material risk, significant roof damage, or other envelope conditions requiring immediate access restriction or specialist assessment.

CRITICAL

PROPERTY

Condition Item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Look for evidence of water entry and material movement as well as visible damage. Repeated patching, failed sealants, staining, and corrosion can indicate a...

4. Structural condition, foundations, columns, beams, slabs, movement, and visible distress

19

Inspect visible foundations, columns, beams, slabs, walls, structural frames, balconies, platforms, and other load-bearing elements for obvious distress or damage.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: A routine property inspection does not replace a structural assessment. Treat significant movement, cracking, deflection, corrosion, or instability as a trigger for...

20

Record significant cracking, widening cracks, diagonal cracks, settlement, displacement, deflection, bowing, spalling, exposed reinforcement, corrosion, or impact damage.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: A routine property inspection does not replace a structural assessment. Treat significant movement, cracking, deflection, corrosion, or instability as a trigger for...

21

Check for water ingress, corrosion, persistent dampness, chemical exposure, or other environmental conditions that may accelerate structural deterioration.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: A routine property inspection does not replace a structural assessment. Treat significant movement, cracking, deflection, corrosion, or instability as a trigger for...

22

Inspect balconies, guardrails, canopies, suspended structures, service platforms, stairs, and external attachments for secure condition and visible deterioration.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: A routine property inspection does not replace a structural assessment. Treat significant movement, cracking, deflection, corrosion, or instability as a trigger for...

23

Compare known structural defects or monitoring points with previous records where available and note any visible progression or new movement.

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: A routine property inspection does not replace a structural assessment. Treat significant movement, cracking, deflection, corrosion, or instability as a trigger for...

24

Escalate any condition suggesting instability, falling material, significant movement, severe corrosion, major cracking, or structural damage for qualified assessment and interim control.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: A routine property inspection does not replace a structural assessment. Treat significant movement, cracking, deflection, corrosion, or instability as a trigger for...

5. Interior finishes, floors, ceilings, walls, doors, common areas, and occupant-facing condition

25

Inspect internal floors, tiles, carpets, coatings, transitions, skirtings, and thresholds for wear, cracks, lifting, loose materials, staining, or trip hazards.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Property condition includes usability and appearance as well as safety. Repeated cosmetic defects can also reveal hidden moisture, movement, misuse, or poor...

26

Check walls, partitions, columns, paint, finishes, wall protection, panels, and decorative elements for damage, impact, staining, dampness, peeling, or deterioration.

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Property condition includes usability and appearance as well as safety. Repeated cosmetic defects can also reveal hidden moisture, movement, misuse, or poor...

27

Inspect ceilings, suspended ceiling grids, tiles, access panels, bulkheads, and overhead finishes for staining, sagging, loose components, missing panels, or water damage.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Property condition includes usability and appearance as well as safety. Repeated cosmetic defects can also reveal hidden moisture, movement, misuse, or poor...

28

Check internal doors, frames, handles, locks, closers, glazing, thresholds, seals, and hardware for damage, alignment problems, sticking, or poor operation.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Property condition includes usability and appearance as well as safety. Repeated cosmetic defects can also reveal hidden moisture, movement, misuse, or poor...

29

Review lobbies, corridors, reception areas, stairwells, shared rooms, tenant or occupant common areas, and public-facing spaces for overall condition, cleanliness, lighting, and damage.

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Property condition includes usability and appearance as well as safety. Repeated cosmetic defects can also reveal hidden moisture, movement, misuse, or poor...

30

Record recurring cosmetic deterioration, repeated patch repairs, tenant damage, vandalism, or finish failures that may warrant planned refurbishment rather than repeated minor repair.

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
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Execution tip: Property condition includes usability and appearance as well as safety. Repeated cosmetic defects can also reveal hidden moisture, movement, misuse, or poor...

6. Electrical, lighting, fire protection, emergency systems, and visible life-safety condition

31

Inspect electrical panels, distribution boards, switchgear, disconnects, visible conduits, covers, and service areas for damage, water exposure, overheating evidence, or blocked access.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: A property condition review should identify obvious defects and blocked access, not replace inspection by qualified specialists. Escalate damaged electrical or...

32

Check receptacles, switches, visible wiring, cords, junction boxes, lighting fixtures, emergency lighting, and exterior lights for obvious damage, looseness, failed components, or exposed parts.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: A property condition review should identify obvious defects and blocked access, not replace inspection by qualified specialists. Escalate damaged electrical or...

33

Confirm exit routes, exit doors, stairs, corridors, and discharge paths are not obstructed by storage, temporary work, furniture, or property defects.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: A property condition review should identify obvious defects and blocked access, not replace inspection by qualified specialists. Escalate damaged electrical or...

34

Inspect visible fire extinguishers, fire doors, alarm points, detectors, sprinkler valves, hose cabinets, hydrant or fire-service access, and emergency signage for obstruction or obvious damage.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: A property condition review should identify obvious defects and blocked access, not replace inspection by qualified specialists. Escalate damaged electrical or...

35

Verify emergency lighting, exit signs, alarm-panel condition, evacuation information, and other visible emergency safeguards provided by the property are serviceable or defects are logged.

CRITICAL

PROPERTY

Condition Item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: A property condition review should identify obvious defects and blocked access, not replace inspection by qualified specialists. Escalate damaged electrical or...

36

Escalate blocked exits, exposed electrical hazards, water near electrical equipment, impaired life-safety systems, or other urgent safety conditions for immediate control.

CRITICAL

PROPERTY

Condition Item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: A property condition review should identify obvious defects and blocked access, not replace inspection by qualified specialists. Escalate damaged electrical or...

7. HVAC, plumbing, water, drainage, lifts, mechanical equipment, and utility condition

37

Inspect visible HVAC units, air-handling areas, vents, grilles, thermostats, ducts, pipework, and occupied conditions for damage, excessive dust, leakage, corrosion, unusual noise, or poor performance.

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
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Execution tip: Condition evidence includes leaks, corrosion, vibration, noise, alarms, poor temperature control, odors, and repeated service calls. Record symptoms even...

38

Check plumbing fixtures, pipes, valves, drains, traps, pumps, water heaters, tanks, and visible water systems for leaks, corrosion, blockage, staining, or poor drainage.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Condition evidence includes leaks, corrosion, vibration, noise, alarms, poor temperature control, odors, and repeated service calls. Record symptoms even...

39

Inspect plant rooms, mechanical rooms, service risers, pump rooms, boiler areas, compressor rooms, and utility spaces for housekeeping, access, leaks, alarms, damage, and stored materials.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Condition evidence includes leaks, corrosion, vibration, noise, alarms, poor temperature control, odors, and repeated service calls. Record symptoms even...

40

Review lifts, elevators, escalators, automatic doors, dock equipment, or other building-service equipment for out-of-service status, visible damage, unusual operation, or overdue service indicators where available.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
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Execution tip: Condition evidence includes leaks, corrosion, vibration, noise, alarms, poor temperature control, odors, and repeated service calls. Record symptoms even...

41

Check recurring temperature complaints, drainage backups, water-pressure problems, odors, noise, vibration, condensation, or utility failures against maintenance history where available.

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Condition evidence includes leaks, corrosion, vibration, noise, alarms, poor temperature control, odors, and repeated service calls. Record symptoms even...

42

Escalate active major leaks, sewage backup, significant loss of ventilation, mechanical alarms, overheating, unsafe plant-room condition, or failure of critical property utilities.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Condition evidence includes leaks, corrosion, vibration, noise, alarms, poor temperature control, odors, and repeated service calls. Record symptoms even...

8. Moisture, mold-like growth, pests, sanitation, waste, storage, and environmental condition

43

Inspect for active leaks, dampness, condensation, water staining, musty odors, mold-like growth, damaged finishes, wet insulation, or other evidence of moisture problems.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Moisture and pest problems often recur when the source is not corrected. Record both the visible symptom and the likely building or maintenance condition...

44

Identify likely moisture sources such as roof leaks, facade defects, plumbing leaks, condensation, failed sealants, drainage issues, or poor ventilation for specialist follow-up where needed.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Moisture and pest problems often recur when the source is not corrected. Record both the visible symptom and the likely building or maintenance condition...

45

Check for pest evidence including droppings, nesting, insects, damaged materials, entry gaps, standing water, food or waste sources, and conditions supporting infestation.

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Moisture and pest problems often recur when the source is not corrected. Record both the visible symptom and the likely building or maintenance condition...

46

Inspect waste rooms, bin areas, recycling zones, janitorial rooms, service areas, and common spaces for cleanliness, containment, drainage, odor, damage, and pest risk.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Moisture and pest problems often recur when the source is not corrected. Record both the visible symptom and the likely building or maintenance condition...

47

Verify storage areas do not block access to electrical equipment, fire protection, exits, valves, maintenance panels, ventilation, or service routes.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Moisture and pest problems often recur when the source is not corrected. Record both the visible symptom and the likely building or maintenance condition...

48

Record sanitation, waste, pest, or moisture conditions that recur despite routine cleaning so building-source or maintenance causes can be investigated.

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Moisture and pest problems often recur when the source is not corrected. Record both the visible symptom and the likely building or maintenance condition...

9. Accessibility, security, amenities, tenant or occupant areas, and operational property condition

49

Inspect accessible entrances, ramps, handrails, doors, circulation routes, sanitary facilities, parking spaces, and other accessibility features for visible damage, obstruction, or loss of intended use.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
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Execution tip: Property condition affects how safely and reliably occupants can use the site. Review access, security hardware, common amenities, and user-facing defects...

50

Check access-control readers, locks, gates, intercoms, CCTV housings, security doors, barriers, key systems, and visible security hardware for damage or service issues.

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Property condition affects how safely and reliably occupants can use the site. Review access, security hardware, common amenities, and user-facing defects...

51

Inspect washrooms, pantry or kitchen areas, lounges, meeting rooms, gyms, reception spaces, locker areas, and other amenities for condition, cleanliness, damage, and serviceability where provided.

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Property condition affects how safely and reliably occupants can use the site. Review access, security hardware, common amenities, and user-facing defects...

52

Review tenant, occupant, visitor, customer, or employee complaints relating to leaks, temperature, lighting, odors, noise, access, security, cleanliness, or recurring building defects.

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Property condition affects how safely and reliably occupants can use the site. Review access, security hardware, common amenities, and user-facing defects...

53

Confirm vacant areas, low-use spaces, storage rooms, unused plant rooms, and temporarily closed units are still included in condition monitoring for leaks, pests, damage, and unauthorized access.

CRITICAL

PROPERTY

Good

Repair needed

Critical

LIVE PHOTO | Add

Execution tip: Property condition affects how safely and reliably occupants can use the site. Review access, security hardware, common amenities, and user-facing defects...

54

Record any property condition that materially affects occupant safety, accessibility, security, usability, comfort, or the ability to operate the space as intended.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Property condition affects how safely and reliably occupants can use the site. Review access, security hardware, common amenities, and user-facing defects...

10. Condition rating, maintenance backlog, repair priority, capital planning, verification, and sign-off

55

Assign each finding an approved condition or severity rating such as good, acceptable, monitor, repair, poor, critical, or another property-standard category.

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
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Execution tip: Use consistent condition ratings so inspection results support maintenance and capital planning. Separate urgent safety work from routine repair and long-term...

56

Classify findings by building fabric, structural, water, electrical, fire, mechanical, plumbing, accessibility, security, amenity, cosmetic, or other relevant property category.

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Use consistent condition ratings so inspection results support maintenance and capital planning. Separate urgent safety work from routine repair and long-term...

57

Prioritize defects using safety risk, operational impact, deterioration rate, water-damage potential, service disruption, occupant impact, repair cost, and asset criticality.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Use consistent condition ratings so inspection results support maintenance and capital planning. Separate urgent safety work from routine repair and long-term...

58

Create or link corrective maintenance work orders, specialist surveys, contractor tasks, refurbishment projects, capital requests, or planned-replacement actions with owners and target dates.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Use consistent condition ratings so inspection results support maintenance and capital planning. Separate urgent safety work from routine repair and long-term...

59

Verify completed high-risk or significant repairs through reinspection, technical evidence, photographs, testing, or specialist sign-off before the finding is closed.

CRITICAL

PROPERTY

Condition item	Rating / status	Owner	Evidence	Repair / action
----------------	-----------------	-------	----------	-----------------

Execution tip: Use consistent condition ratings so inspection results support maintenance and capital planning. Separate urgent safety work from routine repair and long-term...

60

Record final property condition status, critical open defects, maintenance backlog, major capital needs, restricted areas, follow-up date, inspector, property manager, maintenance owner, and management approval.

CRITICAL

PROPERTY

FINAL STATUS | Enter

PROPERTY OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Use consistent condition ratings so inspection results support maintenance and capital planning. Separate urgent safety work from routine repair and long-term...