

## FREE FACILITIES &amp; PROPERTY CONDITION INSPECTION TEMPLATE

# Property Condition Inspection Checklist

Use this 60-point checklist to inspect grounds, roofs and facades, structural warning signs, interiors, electrical and life-safety systems, utilities, moisture and pests, accessibility, defect ratings, repair priorities, verification, and capital follow-up.

Property / building

Inspection date

Zone / scope

Inspector / property owner

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

## 1. Inspection scope, property profile, occupancy, responsibility, and previous condition history

- 1
- Confirm the property name, address or site identifier, building reference, inspection date, occupancy status, and inspection scope are recorded.
- CRITICAL
- PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Define the inspection boundary before walking the property. Include relevant buildings, floors, external areas, roofs, service spaces, vacant areas, and known...

- 2
- Identify the buildings, floors, units, common areas, exterior zones, roofs, plant rooms, parking areas, service spaces, and vacant zones included in the inspection.
- CRITICAL
- PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Define the inspection boundary before walking the property. Include relevant buildings, floors, external areas, roofs, service spaces, vacant areas, and known...

- 3
- Review available property plans, asset records, lease or responsibility boundaries, previous condition inspections, defect logs, open work orders, and capital plans.
- 
- PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Define the inspection boundary before walking the property. Include relevant buildings, floors, external areas, roofs, service spaces, vacant areas, and known...

- 4
- Confirm known recurring issues such as water ingress, facade deterioration, structural cracking, HVAC failures, drainage problems, electrical concerns, or repeated complaints are highlighted before inspection.
- CRITICAL
- PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Define the inspection boundary before walking the property. Include relevant buildings, floors, external areas, roofs, service spaces, vacant areas, and known...

- 5
- Identify responsible property manager, facilities owner, maintenance contact, landlord or tenant representative, engineering contact, and specialist contractors where relevant.
- 
- PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Define the inspection boundary before walking the property. Include relevant buildings, floors, external areas, roofs, service spaces, vacant areas, and known...

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

FINAL STATUS | Enter

PROPERTY OWNER | Enter

MANAGEMENT APPROVAL | Enter

**Execution tip:** Define the inspection boundary before walking the property. Include relevant buildings, floors, external areas, roofs, service spaces, vacant areas, and known...

## 2. External site, parking, pathways, drainage, boundaries, landscaping, and grounds condition

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

Good

Repair required

Critical

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

**Execution tip:** Inspect from the property boundary inward. External deterioration, poor drainage, and damaged access routes often become building, safety, security, and...

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

Good

Repair required

Critical

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

**Execution tip:** Inspect from the property boundary inward. External deterioration, poor drainage, and damaged access routes often become building, safety, security, and...

9 Inspect fences, boundary walls, gates, bollards, barriers, guardrails, retaining elements, and perimeter structures for damage, instability, corrosion, or missing components. **CRITICAL** PROPERTY

Good

Repair required

Critical

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

**Execution tip:** Inspect from the property boundary inward. External deterioration, poor drainage, and damaged access routes often become building, safety, security, and...

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

Good

Repair required

Critical

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

**Execution tip:** Inspect from the property boundary inward. External deterioration, poor drainage, and damaged access routes often become building, safety, security, and...

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

Good

Repair required

Critical

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

**Execution tip:** Inspect from the property boundary inward. External deterioration, poor drainage, and damaged access routes often become building, safety, security, and...

12 Escalate unstable external structures, dangerous trees, severe erosion, flooding risk, damaged access routes, or other grounds conditions requiring immediate control or specialist review. **CRITICAL** PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Inspect from the property boundary inward. External deterioration, poor drainage, and damaged access routes often become building, safety, security, and...

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

13

Inspect safely accessible or visible roof coverings, flashings, drains, gutters, scuppers, penetrations, parapets, and rooftop elements for damage, blockage, ponding, or deterioration.

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Look for both visible deterioration and evidence of water entry. Repeated patching, failed sealants, staining, corrosion, and loose components can indicate a...

14

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

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Look for both visible deterioration and evidence of water entry. Repeated patching, failed sealants, staining, corrosion, and loose components can indicate a...

15

Inspect windows, glazing, frames, gaskets, seals, louvers, shutters, and external doors for damage, broken components, water entry, failed seals, or unsafe condition.

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Look for both visible deterioration and evidence of water entry. Repeated patching, failed sealants, staining, corrosion, and loose components can indicate a...

16

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

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Look for both visible deterioration and evidence of water entry. Repeated patching, failed sealants, staining, corrosion, and loose components can indicate a...

17

Confirm recurring roof or facade leakage is linked to maintenance or specialist review rather than repeatedly closed through cosmetic repair alone.

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Look for both visible deterioration and evidence of water entry. Repeated patching, failed sealants, staining, corrosion, and loose components can indicate a...

18

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

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Look for both visible deterioration and evidence of water entry. Repeated patching, failed sealants, staining, corrosion, and loose components can indicate a...

## 4. Structural warning signs, foundations, columns, beams, slabs, movement, and visible distress

19

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

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** A routine property inspection does not replace a structural survey. Significant cracking, movement, deflection, corrosion, or instability should trigger qualified...

20

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

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** A routine property inspection does not replace a structural survey. Significant cracking, movement, deflection, corrosion, or instability should trigger qualified...

21

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

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** A routine property inspection does not replace a structural survey. Significant cracking, movement, deflection, corrosion, or instability should trigger qualified...

22

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

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** A routine property inspection does not replace a structural survey. Significant cracking, movement, deflection, corrosion, or instability should trigger qualified...

23

Compare monitored or previously recorded structural defects with earlier evidence where available and note visible progression, stability, or new movement.

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** A routine property inspection does not replace a structural survey. Significant cracking, movement, deflection, corrosion, or instability should trigger qualified...

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

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** A routine property inspection does not replace a structural survey. Significant cracking, movement, deflection, corrosion, or instability should trigger qualified...

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

25

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

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Interior deterioration can be cosmetic, operational, or evidence of hidden building problems. Record damage consistently and distinguish surface repair from...

26

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

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Interior deterioration can be cosmetic, operational, or evidence of hidden building problems. Record damage consistently and distinguish surface repair from...

27

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

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Interior deterioration can be cosmetic, operational, or evidence of hidden building problems. Record damage consistently and distinguish surface repair from...

28

Check internal doors, frames, handles, closers, locks, glazing, seals, and thresholds for damage, poor alignment, sticking, or loss of intended function.

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Interior deterioration can be cosmetic, operational, or evidence of hidden building problems. Record damage consistently and distinguish surface repair from...

29

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

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Interior deterioration can be cosmetic, operational, or evidence of hidden building problems. Record damage consistently and distinguish surface repair from...

30

Record recurring cosmetic deterioration, repeated patch repair, vandalism, tenant damage, or finish failures that may justify planned refurbishment instead of repeated minor repair.

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Interior deterioration can be cosmetic, operational, or evidence of hidden building problems. Record damage consistently and distinguish surface repair from...

## 6. Electrical, lighting, fire protection, emergency routes, 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 required

Critical

LIVE PHOTO | Add

**Execution tip:** This inspection can identify visible hazards and blocked access but does not replace qualified electrical or fire-system inspection. Escalate unsafe or impaired...

32

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

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** This inspection can identify visible hazards and blocked access but does not replace qualified electrical or fire-system inspection. Escalate unsafe or impaired...

33

Confirm applicable exit routes, exit doors, stairs, corridors, and discharge paths remain free and unobstructed.

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** This inspection can identify visible hazards and blocked access but does not replace qualified electrical or fire-system inspection. Escalate unsafe or impaired...

34

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

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** This inspection can identify visible hazards and blocked access but does not replace qualified electrical or fire-system inspection. Escalate unsafe or impaired...

35

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

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** This inspection can identify visible hazards and blocked access but does not replace qualified electrical or fire-system inspection. Escalate unsafe or impaired...

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

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** This inspection can identify visible hazards and blocked access but does not replace qualified electrical or fire-system inspection. Escalate unsafe or impaired...

## 7. HVAC, plumbing, water, drainage, lifts, mechanical plant, and utility-system condition

37

Inspect visible HVAC units, air-handling areas, grilles, thermostats, ducts, pipework, and service spaces for damage, leakage, corrosion, unusual noise, or poor performance.

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Record both the symptom and the affected service. Leaks, corrosion, abnormal noise, vibration, odors, alarms, or repeated service calls can indicate deteriorating...

38

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

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Record both the symptom and the affected service. Leaks, corrosion, abnormal noise, vibration, odors, alarms, or repeated service calls can indicate deteriorating...

39

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

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Record both the symptom and the affected service. Leaks, corrosion, abnormal noise, vibration, odors, alarms, or repeated service calls can indicate deteriorating...

40

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

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Record both the symptom and the affected service. Leaks, corrosion, abnormal noise, vibration, odors, alarms, or repeated service calls can indicate deteriorating...

41

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

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Record both the symptom and the affected service. Leaks, corrosion, abnormal noise, vibration, odors, alarms, or repeated service calls can indicate deteriorating...

42

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

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Record both the symptom and the affected service. Leaks, corrosion, abnormal noise, vibration, odors, alarms, or repeated service calls can indicate deteriorating...

## 8. Moisture, mold-like growth, pests, sanitation, accessibility, security, and environmental condition

43

Inspect for active leaks, dampness, condensation, water staining, wet materials, mold-like growth, or musty odors in occupied, vacant, and service areas.

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Recurring moisture, pest, odor, and accessibility issues often need more than routine cleaning. Record the visible condition and the property source or service...

44

Identify likely moisture sources such as roof, facade, plumbing, drainage, condensation, sealant, or ventilation problems for maintenance or specialist follow-up.

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Recurring moisture, pest, odor, and accessibility issues often need more than routine cleaning. Record the visible condition and the property source or service...

45

Check for pest evidence including droppings, nesting, insects, entry gaps, stagnant water, waste sources, or damaged materials that support infestation.

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Recurring moisture, pest, odor, and accessibility issues often need more than routine cleaning. Record the visible condition and the property source or service...

46

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

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Recurring moisture, pest, odor, and accessibility issues often need more than routine cleaning. Record the visible condition and the property source or service...

47

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

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Recurring moisture, pest, odor, and accessibility issues often need more than routine cleaning. Record the visible condition and the property source or service...

48

Record recurring odors, moisture, pests, sanitation defects, accessibility failures, or security conditions requiring technical, housekeeping, pest-control, or property-management action.

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Recurring moisture, pest, odor, and accessibility issues often need more than routine cleaning. Record the visible condition and the property source or service...

## 9. Defect documentation, condition rating, severity, immediate controls, repair priority, and work-order creation

49

Assign each finding an approved condition or severity rating such as good, acceptable, monitor, repair, poor, critical, or the organization's equivalent.

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Use one consistent condition scale so different inspectors reach comparable decisions. Critical defects need immediate control; noncritical deterioration still...

50

Classify findings by site, envelope, structural, interior, electrical, fire, mechanical, plumbing, moisture, accessibility, security, or other relevant property category.

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Use one consistent condition scale so different inspectors reach comparable decisions. Critical defects need immediate control; noncritical deterioration still...

51

Photograph significant defects from both context and close-up views and record exact building, floor, room, asset, or location references.

CRITICAL

PROPERTY

Good

Repair required

Critical

LIVE PHOTO | Add

**Execution tip:** Use one consistent condition scale so different inspectors reach comparable decisions. Critical defects need immediate control; noncritical deterioration still...

52

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

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Use one consistent condition scale so different inspectors reach comparable decisions. Critical defects need immediate control; noncritical deterioration still...

53

Apply immediate controls such as barricading, isolation, restricted access, temporary stabilization, alternative routing, or shutdown when an unsafe condition cannot be corrected immediately.

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Use one consistent condition scale so different inspectors reach comparable decisions. Critical defects need immediate control; noncritical deterioration still...

54

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

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Use one consistent condition scale so different inspectors reach comparable decisions. Critical defects need immediate control; noncritical deterioration still...

## 10. Repair verification, recurring defects, maintenance backlog, capital needs, reporting, and final sign-off

55

Verify completed significant repairs through reinspection, live photos, functional checks, contractor evidence, technical reports, or specialist sign-off before closure.

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Inspection value comes from follow-through. Verify significant repairs, trend repeated defects, and separate short-term maintenance from longer-term renewal...

56

Confirm the final condition record reflects repairs completed after the inspection and does not leave outdated critical ratings without explanation.

CRITICAL

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Inspection value comes from follow-through. Verify significant repairs, trend repeated defects, and separate short-term maintenance from longer-term renewal...

57

Trend recurring leaks, facade defects, structural warnings, lighting failures, HVAC problems, plumbing failures, accessibility issues, and other repeat condition findings.

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Inspection value comes from follow-through. Verify significant repairs, trend repeated defects, and separate short-term maintenance from longer-term renewal...

58

Review maintenance backlog, repeat repairs, aging assets, specialist recommendations, and unresolved poor-condition items for preventive maintenance or capital-planning impact.

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Inspection value comes from follow-through. Verify significant repairs, trend repeated defects, and separate short-term maintenance from longer-term renewal...

59

Use inspection evidence to support refurbishment, lifecycle planning, reserve or capital budgeting, vendor scope changes, maintenance priorities, and future inspection frequency.

PROPERTY

| Inspection item | Condition / status | Owner | Evidence | Repair / action |
|-----------------|--------------------|-------|----------|-----------------|
|-----------------|--------------------|-------|----------|-----------------|

**Execution tip:** Inspection value comes from follow-through. Verify significant repairs, trend repeated defects, and separate short-term maintenance from longer-term renewal...

60

Record final property condition status, critical open defects, restricted areas, major repair or capital needs, next inspection date, inspector, property owner, facilities owner, and management approval.

CRITICAL

PROPERTY

FINAL STATUS | Enter

PROPERTY OWNER | Enter

MANAGEMENT APPROVAL | Enter

**Execution tip:** Inspection value comes from follow-through. Verify significant repairs, trend repeated defects, and separate short-term maintenance from longer-term renewal...