

FREE FACILITIES & PROPERTY WALKTHROUGH TEMPLATE

Site Walkthrough Checklist

Use this 60-point checklist to run routine site walkthroughs across access, common areas, washrooms, exterior condition, utilities, emergency routes, loading and waste areas, security, accessibility, temporary work, corrective actions, and final sign-off.

Property / site

Walkthrough date

Zone / route

Walkthrough lead / owner

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

1. Walkthrough scope, site status, occupancy, priorities, and previous open issues

1

Confirm the property or site, building or zone, walkthrough date, time or shift, occupancy or operating status, and walkthrough scope are recorded.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: Keep the walkthrough focused on what can be verified in the field now. Review open issues first so repeat defects, temporary controls, and overdue actions are...

2

Identify the external areas, entrances, public or common spaces, back-of-house areas, service routes, plant spaces, parking, loading, waste, and other zones included in the walkthrough.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: Keep the walkthrough focused on what can be verified in the field now. Review open issues first so repeat defects, temporary controls, and overdue actions are...

3

Review previous walkthrough findings, open work orders, temporary controls, occupant complaints, recent incidents, contractor activities, and recurring defects before starting.

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: Keep the walkthrough focused on what can be verified in the field now. Review open issues first so repeat defects, temporary controls, and overdue actions are...

4

Confirm any restricted, locked, inaccessible, high-risk, or specialist-only areas are documented rather than assumed to be satisfactory.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: Keep the walkthrough focused on what can be verified in the field now. Review open issues first so repeat defects, temporary controls, and overdue actions are...

5

Identify the property, facilities, housekeeping, security, maintenance, contractor, or tenant contacts responsible for issues likely to be found during the walkthrough.

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: Keep the walkthrough focused on what can be verified in the field now. Review open issues first so repeat defects, temporary controls, and overdue actions are...

6

Record property, zone, walkthrough date, walkthrough lead, facilities owner, property owner, and next follow-up date.

SITE

FINAL STATUS | Enter

FACILITIES OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Keep the walkthrough focused on what can be verified in the field now. Review open issues first so repeat defects, temporary controls, and overdue actions are...

2. Site entrance, perimeter, parking, pedestrian routes, signage, and immediate external condition

7

Inspect property entrances, vehicle gates, pedestrian gates, fencing, bollards, barriers, and perimeter features for visible damage, obstruction, or unreliable operation.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: The first approach to the property should be safe, clear, and serviceable. Look for access, traffic, drainage, lighting, signage, and security issues before entering...

8

Check parking areas, driveways, drop-off zones, pedestrian paths, curbs, ramps, crossings, and paved surfaces for potholes, settlement, loose materials, or trip hazards.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: The first approach to the property should be safe, clear, and serviceable. Look for access, traffic, drainage, lighting, signage, and security issues before entering...

9

Verify external signs, directional information, speed controls, visitor instructions, restricted-area notices, and property identification are visible and in good condition.

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: The first approach to the property should be safe, clear, and serviceable. Look for access, traffic, drainage, lighting, signage, and security issues before entering...

10

Inspect external lighting, parking lighting, entrance lighting, security lighting, CCTV housings, access readers, and intercoms for obvious failure or damage.

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: The first approach to the property should be safe, clear, and serviceable. Look for access, traffic, drainage, lighting, signage, and security issues before entering...

11

Check for standing water, blocked drains, debris, uncontrolled vegetation, dumped materials, damaged landscaping, or other conditions affecting safe access.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: The first approach to the property should be safe, clear, and serviceable. Look for access, traffic, drainage, lighting, signage, and security issues before entering...

12

Escalate blocked access, unstable perimeter elements, major surface defects, dangerous trees, flooding, or security breaches requiring immediate control.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: The first approach to the property should be safe, clear, and serviceable. Look for access, traffic, drainage, lighting, signage, and security issues before entering...

3. Entrances, lobbies, corridors, stairs, common areas, and routine walking surfaces

13

Inspect entrances, lobbies, corridors, passageways, stairwells, lift lobbies, and shared circulation spaces for cleanliness, damage, clutter, or unsafe congestion.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be inspected regularly and maintained in a safe condition. Common routes should...

14

Check floors, tiles, mats, carpets, thresholds, transitions, stair treads, handrails, and guardrails for damage, looseness, unevenness, or trip hazards.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be inspected regularly and maintained in a safe condition. Common routes should...

15

Confirm spills, leaks, standing water, cleaning equipment, deliveries, cords, waste, furniture, or temporary materials are not creating uncontrolled slip or trip hazards.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be inspected regularly and maintained in a safe condition. Common routes should...

16

Verify routine walking routes, stairs, ramps, and access paths are not blocked by storage, contractor work, maintenance equipment, parcels, bicycles, or occupant items.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be inspected regularly and maintained in a safe condition. Common routes should...

17

Check common-area lighting, stair lighting, corridor lighting, lift-lobby lighting, and entrance lighting for failed lamps, flicker, dark areas, or damaged fixtures.

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be inspected regularly and maintained in a safe condition. Common routes should...

18

Record recurring floor damage, repeated wet areas, blocked routes, poor housekeeping, or damaged access features requiring preventive repair rather than repeated temporary correction.

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be inspected regularly and maintained in a safe condition. Common routes should...

4. Washrooms, shared amenities, occupant-facing spaces, housekeeping, and presentation

19

Inspect shared washrooms, toilets, sinks, counters, mirrors, partitions, floors, walls, and touchpoints for cleanliness, damage, leaks, and serviceability.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Walkthroughs should verify both service quality and facility condition. Separate cleaning issues from broken fixtures, leaks, ventilation problems, or maintenance...

20

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

SITE

Walkthrough item	Current status	Owner	Evidence	Action
------------------	----------------	-------	----------	--------

Execution tip: Walkthroughs should verify both service quality and facility condition. Separate cleaning issues from broken fixtures, leaks, ventilation problems, or maintenance...

21

Check lounges, waiting areas, meeting or common rooms, pantries, shared seating, parcel areas, and other occupant-facing spaces for damage, clutter, poor condition, or unavailable amenities.

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Walkthroughs should verify both service quality and facility condition. Separate cleaning issues from broken fixtures, leaks, ventilation problems, or maintenance...

22

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

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Walkthroughs should verify both service quality and facility condition. Separate cleaning issues from broken fixtures, leaks, ventilation problems, or maintenance...

23

Check for recurring odors, dampness, staining, damaged ceiling tiles, visible dust, mold-like growth, pests, or other conditions needing facilities rather than routine cleaning only.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Walkthroughs should verify both service quality and facility condition. Separate cleaning issues from broken fixtures, leaks, ventilation problems, or maintenance...

24

Record broken fixtures, damaged furniture, recurring washroom complaints, poor housekeeping, or presentation issues requiring cleaning, repair, or contractor follow-up.

SITE

Walkthrough item	Current status	Owner	Evidence	Action
------------------	----------------	-------	----------	--------

Execution tip: Walkthroughs should verify both service quality and facility condition. Separate cleaning issues from broken fixtures, leaks, ventilation problems, or maintenance...

5. Building exterior, doors, windows, facade interfaces, roof-edge visibility, and drainage clues

25

Inspect safely visible exterior walls, cladding, masonry, render, soffits, canopies, parapets, signs, and exterior attachments for damage, cracking, looseness, or corrosion.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: A walkthrough is not a full facade survey, but obvious exterior deterioration should still be captured. Escalate loose elements, major cracking, water-entry...

26

Check external doors, frames, glazing, windows, louvers, seals, and weatherproofing for damage, failed components, water entry, or poor operation.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: A walkthrough is not a full facade survey, but obvious exterior deterioration should still be captured. Escalate loose elements, major cracking, water-entry...

27

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

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: A walkthrough is not a full facade survey, but obvious exterior deterioration should still be captured. Escalate loose elements, major cracking, water-entry...

28

Check visible gutters, downpipes, scuppers, drainage outlets, roof-edge elements, and discharge points for blockage, leakage, damage, or overflow evidence.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: A walkthrough is not a full facade survey, but obvious exterior deterioration should still be captured. Escalate loose elements, major cracking, water-entry...

29

Inspect canopies, awnings, external stairs, handrails, guardrails, balconies, mounted lights, cameras, and signs for secure condition and visible deterioration.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: A walkthrough is not a full facade survey, but obvious exterior deterioration should still be captured. Escalate loose elements, major cracking, water-entry...

30

Escalate loose facade pieces, cracked or unsafe glazing, unstable projections, severe water ingress, significant cracking, or falling-object risk for immediate access control and specialist review.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: A walkthrough is not a full facade survey, but obvious exterior deterioration should still be captured. Escalate loose elements, major cracking, water-entry...

6. Electrical, mechanical, HVAC, plumbing, utility spaces, and visible plant-room condition

31

Inspect electrical rooms, panels, distribution boards, disconnects, switchgear, control panels, and surrounding working access for visible damage, storage, water exposure, or overheating evidence.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: A walkthrough can identify obvious service defects but does not replace technical inspection. Keep electrical and plant access clear and escalate leaks,...

32

Check mechanical rooms, pump rooms, HVAC spaces, generator areas, utility rooms, service risers, and other plant spaces for leaks, housekeeping, alarms, unusual noise, or unsafe access.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: A walkthrough can identify obvious service defects but does not replace technical inspection. Keep electrical and plant access clear and escalate leaks,...

33

Inspect visible plumbing, pipework, valves, drains, pumps, fixtures, tanks, water heaters, and sanitary systems for leaks, corrosion, blockage, or damage.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: A walkthrough can identify obvious service defects but does not replace technical inspection. Keep electrical and plant access clear and escalate leaks,...

34

Check HVAC or ventilation condition for abnormal noise, poor airflow, obvious leakage, damaged grilles, condensation, temperature complaints, or service alarms.

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: A walkthrough can identify obvious service defects but does not replace technical inspection. Keep electrical and plant access clear and escalate leaks,...

35

Confirm panels, valves, meters, access doors, equipment clearances, electrical working areas, and maintenance routes are not blocked by storage or temporary work.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: A walkthrough can identify obvious service defects but does not replace technical inspection. Keep electrical and plant access clear and escalate leaks,...

36

Escalate exposed energized parts, burning odor, serious leaks, sewage backup, overheating, major mechanical instability, or failure of essential utilities immediately.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
------------------	----------------	-------	----------	--------

Execution tip: A walkthrough can identify obvious service defects but does not replace technical inspection. Keep electrical and plant access clear and escalate leaks,...

7. Fire protection, exit routes, emergency lighting, alarms, and emergency access

37

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

CRITICAL

SITE

Acceptable

Needs action

Critical

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

Execution tip: Where OSHA general-industry exit-route rules apply, exit routes must remain free and unobstructed. Visible emergency safeguards should be serviceable and...

38

Check exit signs, directional signs, emergency lighting, alarm indicators, evacuation maps, and emergency contact information for visibility and serviceability.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: Where OSHA general-industry exit-route rules apply, exit routes must remain free and unobstructed. Visible emergency safeguards should be serviceable and...

39

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

CRITICAL

SITE

Acceptable

Needs action

Critical

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

Execution tip: Where OSHA general-industry exit-route rules apply, exit routes must remain free and unobstructed. Visible emergency safeguards should be serviceable and...

40

Confirm fire doors and smoke-control doors are not improperly propped, wedged, blocked, damaged, or prevented from operating as intended.

CRITICAL

SITE

Acceptable

Needs action

Critical

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

Execution tip: Where OSHA general-industry exit-route rules apply, exit routes must remain free and unobstructed. Visible emergency safeguards should be serviceable and...

41

Check emergency-vehicle access, fire lanes, hydrant access, assembly areas, and responder entry points are not blocked by vehicles, storage, construction, or temporary work.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
------------------	----------------	-------	----------	--------

Execution tip: Where OSHA general-industry exit-route rules apply, exit routes must remain free and unobstructed. Visible emergency safeguards should be serviceable and...

42

Escalate blocked exits, impaired emergency lighting, damaged fire doors, obstructed fire equipment, or unavailable responder access immediately and apply approved interim controls.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
------------------	----------------	-------	----------	--------

Execution tip: Where OSHA general-industry exit-route rules apply, exit routes must remain free and unobstructed. Visible emergency safeguards should be serviceable and...

8. Loading, service, waste, storage, contractor work, temporary conditions, and back-of-house risk

43

Inspect loading bays, docks, delivery areas, service yards, ramps, traffic interfaces, and pedestrian routes for damage, obstruction, poor housekeeping, or unsafe conditions.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Back-of-house and temporary-work areas often change quickly. Check them during every applicable walkthrough so delivery, waste, contractor, and storage risks...

44

Check waste rooms, recycling areas, compactors, skips, refuse routes, and collection points for overflow, leakage, odor, pests, fire loading, or blocked access.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Back-of-house and temporary-work areas often change quickly. Check them during every applicable walkthrough so delivery, waste, contractor, and storage risks...

45

Inspect storage rooms, service corridors, janitorial closets, maintenance areas, and back-of-house spaces for clutter, unstable storage, leaks, debris, and blocked access.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Back-of-house and temporary-work areas often change quickly. Check them during every applicable walkthrough so delivery, waste, contractor, and storage risks...

46

Check contractor and temporary-work zones for barricades, signs, housekeeping, cords, hoses, material storage, tools, open panels, scaffolds, or public-exposure risks.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Back-of-house and temporary-work areas often change quickly. Check them during every applicable walkthrough so delivery, waste, contractor, and storage risks...

47

Confirm temporary shutdowns, bypasses, isolated systems, restricted routes, open work areas, or out-of-service equipment are documented and managed with appropriate interim controls.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: Back-of-house and temporary-work areas often change quickly. Check them during every applicable walkthrough so delivery, waste, contractor, and storage risks...

48

Record recurring loading, waste, storage, contractor, or temporary-work issues requiring vendor review, facilities action, procedural change, or management escalation.

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: Back-of-house and temporary-work areas often change quickly. Check them during every applicable walkthrough so delivery, waste, contractor, and storage risks...

9. Security, accessibility, occupant feedback, visible deterioration, and immediate operational issues

49

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

SITE

Walkthrough item	Current status	Owner	Evidence	Action
------------------	----------------	-------	----------	--------

Execution tip: A good walkthrough captures how the property is actually being used. Observe access, security, accessibility, complaints, temporary workarounds, and recurring...

50

Check accessible entrances, ramps, handrails, doors, circulation routes, parking spaces, washrooms, and other accessibility features for visible obstruction or damage.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: A good walkthrough captures how the property is actually being used. Observe access, security, accessibility, complaints, temporary workarounds, and recurring...

51

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

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: A good walkthrough captures how the property is actually being used. Observe access, security, accessibility, complaints, temporary workarounds, and recurring...

52

Look for temporary fixes, improvised barriers, taped repairs, repeated resets, portable equipment, buckets under leaks, ad hoc signage, or other signs that a permanent defect remains unresolved.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: A good walkthrough captures how the property is actually being used. Observe access, security, accessibility, complaints, temporary workarounds, and recurring...

53

Check vacant, low-use, closed, or restricted spaces included in the walkthrough for leaks, pests, unauthorized access, damage, and neglected maintenance.

CRITICAL

SITE

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: A good walkthrough captures how the property is actually being used. Observe access, security, accessibility, complaints, temporary workarounds, and recurring...

54

Escalate conditions materially affecting occupant safety, accessibility, security, comfort, service continuity, or normal property use.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: A good walkthrough captures how the property is actually being used. Observe access, security, accessibility, complaints, temporary workarounds, and recurring...

10. Walkthrough findings, immediate controls, work orders, verification, recurring issues, and sign-off

55

Classify findings by site access, common area, housekeeping, exterior, electrical, mechanical, fire or egress, loading, waste, security, accessibility, contractor, or other approved category.

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: A walkthrough should end with clear ownership. Critical hazards need immediate control; repeat lower-level issues should still be trended and linked to...

56

Prioritize findings using safety risk, operational impact, occupant exposure, service disruption, deterioration rate, recurrence, and urgency.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: A walkthrough should end with clear ownership. Critical hazards need immediate control; repeat lower-level issues should still be trended and linked to...

57

Create or link cleaning actions, maintenance work orders, contractor tasks, security follow-up, specialist inspections, accessibility repairs, or capital requests with named owners and due dates.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: A walkthrough should end with clear ownership. Critical hazards need immediate control; repeat lower-level issues should still be trended and linked to...

58

Apply immediate controls such as cleaning, drying, barricading, alternate routing, isolation, access restriction, temporary repair, or shutdown when a condition cannot be corrected immediately.

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: A walkthrough should end with clear ownership. Critical hazards need immediate control; repeat lower-level issues should still be trended and linked to...

59

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

CRITICAL

SITE

Walkthrough item	Current status	Owner	Evidence	Action
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Execution tip: A walkthrough should end with clear ownership. Critical hazards need immediate control; repeat lower-level issues should still be trended and linked to...

60

Record final walkthrough status, critical open risks, restricted areas, recurring issues, overdue work, next walkthrough date, walkthrough lead, property owner, facilities owner, and management approval.

CRITICAL

SITE

FINAL STATUS | Enter

FACILITIES OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: A walkthrough should end with clear ownership. Critical hazards need immediate control; repeat lower-level issues should still be trended and linked to...