[Company name]

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Facility inspection checklist

A regular walk-through of the building - structure, services, and grounds.

Inspection date: _____

Inspected by: _____

Building: _____

Weather: _____

Findings

No.	Item	Status	Notes
1	Roof and gutters	[OK / Issue]	[Notes]
2	External walls and windows	[OK / Issue]	[Notes]
3	Doors, locks and access control	[OK / Issue]	[Notes]
4	Heating and ventilation	[OK / Issue]	[Notes]
5	Plumbing (leaks, pressure)	[OK / Issue]	[Notes]
6	Drainage (external)	[OK / Issue]	[Notes]
7	Car park and paths	[OK / Issue]	[Notes]
8	Signage	[OK / Issue]	[Notes]
9	Kitchens and washrooms	[OK / Issue]	[Notes]
10	Communal areas	[OK / Issue]	[Notes]

Work orders raised

(1) Work order no.: _____

Issue: _____

Priority: _____

(2) Work order no.: _____

Issue: _____

Priority: _____

Sign-off

Inspector: _____ **Facilities manager:** _____ **Date:** _____