Ashford Business Services Ltd

Facility inspection checklist

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

Inspection date	9 November 2026
Inspected by	Sarah Mitchell
Building	Sarah Mitchell
Weather	Dry / rain - for roof checks

Findings

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

Work orders raised

Work order no.	Issue	Priority
WO-2026-001	Issue as agreed at the meeting.	High / Normal
WO-2026-001	Issue as agreed at the meeting.	High / Normal

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Sign-off

Inspector	Facilities manager	Date