[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Facility inspection checklist

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

Inspection date	[Date]
Inspected by	[Name]
Building	[Building name]
Weather	[e.g. dry / rain - for roof checks]

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

Work order no.	Issue	Priority
[WO-0001]	[Issue]	[High / Normal]
[WO-0002]	[Issue]	[High / Normal]

Sign-off

Inspector	Facilities manager	Date