

Facility Inspection Checklist

A practical planning worksheet for facility managers and directors.

Manager checklist

- Entrances, routes, doors, lighting, restrooms, finishes and visible hazards
- Leaks, stains, unusual noise, odor, temperature, humidity and drainage
- Open work, repeat failures, temporary repairs and missing closeout evidence
- Items needing qualified trade, code, life-safety or accessibility review

Leadership review

- What risk is reduced?
- Who owns the next action?
- What evidence confirms completion?
- Is the cost operating, preventive, or capital?

Planning resource only. Adapt criteria to the property, jurisdiction, client procedures, manufacturer guidance, and qualified-professional requirements.