FacilityOptix
FACILITIES MANAGEMENT

Building condition inspection

Catches deterioration while it is still cheap. Grade the condition so successive walks compare.

Open the doors nobody opens — risers, roof plant, basements and service voids are not on anybody's route and do not get reported by occupants. A blocked escape route found on this walk is a fire safety matter and belongs in that record too.

BUILDING	AREAS COVERED	INSPECTED BY
DATE	WEATHER	PREVIOUS INSPECTION

EXTERNAL FABRIC

	GOOD	FAIR	POOR	N/A
Roof covering, flashings and upstands	☐	☐	☐	☐
Rainwater goods — gutters, downpipes, hoppers	☐	☐	☐	☐
Parapets, copings and roof edge protection	☐	☐	☐	☐
Walls, render, pointing and cladding	☐	☐	☐	☐
Windows, frames and seals	☐	☐	☐	☐
External doors, thresholds and hardware	☐	☐	☐	☐
External lighting	☐	☐	☐	☐
Paths, steps, handrails and surfacing	☐	☐	☐	☐
Car park, markings and barriers	☐	☐	☐	☐
Boundary walls, fencing and gates	☐	☐	☐	☐
Drainage, gullies and interceptors	☐	☐	☐	☐
Vegetation and tree proximity	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

INTERNAL FABRIC

	GOOD	FAIR	POOR	N/A
Floors and floor coverings	☐	☐	☐	☐
Ceilings and ceiling tiles	☐	☐	☐	☐
Walls and finishes	☐	☐	☐	☐
Internal doors, frames and hardware	☐	☐	☐	☐
Internal glazing	☐	☐	☐	☐
Staircases, handrails and nosings	☐	☐	☐	☐
Sanitary accommodation	☐	☐	☐	☐
Kitchens and tea points	☐	☐	☐	☐
Signs of damp, leaks or staining	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

BEHIND THE LOCKED DOORS

The areas that earn this inspection. Not on anybody's route, not reported by occupants.

	GOOD	FAIR	POOR	N/A
Plant rooms — access, lighting, housekeeping	☐	☐	☐	☐
Roof plant and access routes	☐	☐	☐	☐
Risers and service voids	☐	☐	☐	☐
Basements and tank rooms	☐	☐	☐	☐

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	GOOD	FAIR	POOR	N/A
Switch rooms and intake rooms	☐	☐	☐	☐
Lift motor rooms	☐	☐	☐	☐
Store rooms and cleaners' cupboards	☐	☐	☐	☐
Anything stored where it should not be	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

SHARED AREAS AND LIFE SAFETY

Findings here belong in the fire risk assessment record too, not only on this sheet.

	OK	FINDING	N/A
Escape routes clear along their full width	☐	☐	☐
Final exits openable from the inside	☐	☐	☐
Fire doors closing, nothing wedged	☐	☐	☐
Fire exit signage visible and correct	☐	☐	☐
Emergency lighting apparently healthy	☐	☐	☐
Firefighting equipment in place	☐	☐	☐
Fire action notices current	☐	☐	☐
General lighting adequate	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

FINDINGS

With a condition grade, an owner and a target date.

RAISED ONWARD

Work orders raised — numbers

Referred to the fire risk assessment — by whom, when

Referred to the asset register or PPM schedule

Anything requiring immediate action, and what was done

SIGN-OFF

INSPECTED BY

DATE

REVIEWED BY

DATE

NEXT INSPECTION

PREVIOUS FINDINGS CLOSED?

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