

Building Inspection Checklist

A checklist for inspecting a building's overall condition.

Structure and foundation

- ☐ Inspect the foundation for cracks, movement or water intrusion.
- ☐ Check walls and ceilings for cracks, bowing or staining.
- ☐ Verify load-bearing elements show no sagging or deflection.
Suspected structural movement requires assessment by a qualified engineer.
- ☐ Inspect floors for unevenness, soft spots or excessive deflection.
- ☐ Check for signs of damp, rot or termite or pest damage.
- ☐ Confirm expansion joints and supports are intact.

Roof and exterior

- ☐ Inspect the roof covering for missing, cracked or lifted materials.
- ☐ Check flashing, gutters and downpipes for damage and blockages.
- ☐ Verify drainage directs water away from the building.
- ☐ Inspect exterior walls, cladding and render for cracks or deterioration.
- ☐ Check windows and doors seal properly and operate freely.
- ☐ Inspect parking, paths and steps for trip hazards and damage.

Electrical systems

- ☐ Check the main panel for proper labeling, no scorching and a clear front.
- ☐ Verify breakers and GFCI/RCD protection operate correctly.
- ☐ Inspect outlets, switches and fixtures for damage or overheating.
- ☐ Confirm no exposed, frayed or temporary wiring is in use.
- ☐ Check emergency and exit lighting functions on test.
- ☐ Verify any electrical work appears compliant and certified.

Plumbing and HVAC

- ☐ Check for leaks, drips and water staining at fixtures and pipes.
- ☐ Verify hot and cold water flow and adequate drainage.
- ☐ Inspect the water heater for leaks, corrosion and a safety valve.
- ☐ Confirm HVAC units run, with clean filters and clear vents.
- ☐ Check for unusual noise, odor or poor airflow in the system.
- ☐ Verify backflow prevention and shutoff valves are accessible.

Fire and life safety

- ☐ Confirm smoke and fire detectors are present and test correctly.
- ☐ Check fire extinguishers are charged, tagged and accessible.
- ☐ Verify fire exits are unobstructed and doors open freely.
- ☐ Confirm exit and emergency signage is visible and lit.
- ☐ Check sprinkler and alarm systems show current service records.
- ☐ Verify fire-rated doors and barriers are intact and self-closing.

Interior and documentation

- ☐ Inspect interior finishes for damage, mold or water staining.
- ☐ Check stairs, handrails and balustrades are secure and code-height.
- ☐ Verify accessibility features and clearances are maintained.
- ☐ Confirm ventilation is adequate in bathrooms and kitchens.
- ☐ Record each defect with severity, location and recommended action.
- ☐ Sign, date and file the completed inspection report.