Facility Inspection Checklist

A checklist for inspecting a facility's condition and safety.

Inspected by _____ Date _____

Unit / ID _____ Location _____

Building maintenance	OK	DEFECT	N/A
Inspect walls, ceilings and floors for damage, cracks or staining.	☐	☐	☐
Check doors, windows and locks operate and seal correctly.	☐	☐	☐
Verify lighting works throughout, with no flickering or dead fixtures.	☐	☐	☐
Confirm HVAC runs, filters are clean and temperatures are comfortable.	☐	☐	☐
Check restrooms for working fixtures, supplies and no leaks.	☐	☐	☐
Inspect for water damage, leaks, damp or mold.	☐	☐	☐

Safety and compliance	OK	DEFECT	N/A
Confirm fire extinguishers are charged, tagged and accessible.	☐	☐	☐
Check smoke detectors and alarms function on test.	☐	☐	☐
Verify exits and escape routes are unobstructed and signposted.	☐	☐	☐
Confirm emergency lighting operates during test.	☐	☐	☐
Check first aid kits, AEDs and eyewash stations are stocked. Provision requirements vary with site activity under OSHA standards.	☐	☐	☐
Verify required safety and compliance signage is posted.	☐	☐	☐

Equipment and systems	OK	DEFECT	N/A
Confirm equipment has current inspection and service records.	☐	☐	☐
Check machinery guarding and safety devices are in place.	☐	☐	☐
Verify electrical panels are labeled, closed and accessible.	☐	☐	☐
Inspect plumbing and water heaters for leaks and corrosion.	☐	☐	☐
Confirm elevators and lifts show current inspection certificates.	☐	☐	☐
Check backup power or generators start and run on test.	☐	☐	☐

Housekeeping	OK	DEFECT	N/A
Confirm walkways, stairs and corridors are clear and clean.	☐	☐	☐
Check waste is removed and bins are not overflowing.	☐	☐	☐
Verify storage areas are organized and not blocking access.	☐	☐	☐
Confirm spills are cleaned and floors are dry and slip-free.	☐	☐	☐
Check supplies and stock are stored safely off floors.	☐	☐	☐
Verify cleaning schedules are being followed and recorded.	☐	☐	☐

Grounds and exterior	OK	DEFECT	N/A
Inspect parking, paths and steps for cracks and trip hazards.	☐	☐	☐
Check exterior lighting works for safety and security.	☐	☐	☐
Verify drainage and gutters are clear and functioning.	☐	☐	☐
Confirm landscaping does not block signage, paths or exits.	☐	☐	☐
Check fencing, gates and security measures are intact.	☐	☐	☐
Inspect dumpster and loading areas for cleanliness and access.	☐	☐	☐

Records and follow-up	OK	DEFECT	N/A
Confirm permits, certificates and licenses are current.	☐	☐	☐
Review previous inspection findings for completed repairs.	☐	☐	☐
Record each new defect with location, severity and photo.	☐	☐	☐
Raise work orders with an owner and due date.	☐	☐	☐
Re-inspect corrected items to confirm the fix.	☐	☐	☐
Sign, date and file the completed inspection record.	☐	☐	☐

Notes / defects found