

Building Maintenance Inspection

Planned Walk & Findings

Walk the building systems, catch faults early, and log each finding with an owner and a due date.



Also available digitally
This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.
Scan to open · flowdit.com

Building / area		Date	
Inspector		Next due	

Systems checked	OK	Not OK	N/A	Notes
HVAC running and filters clean				
Lighting and emergency lighting working				
Electrical panels closed, no damaged cables				
Plumbing: no leaks, drainage clear				
Water hygiene / legionella checks current				
Roof, walls, doors and floors sound				
Fire alarms, extinguishers and exits ready				
Grounds and access safe				

Findings & actions

Severity: H = High, M = Medium, L = Low

#	Finding	Sev.	Owner	Due	Status
1					
2					
3					
4					
5					
6					
7					
8					

Acceptance decision

Rule: any High (H) finding needs an owner and a date before the inspection is closed.

Result: ☐ All OK ☐ Actions assigned ☐ Urgent repair raised

Inspector

Facilities lead

Name / Signature / Date

Name / Signature / Date