



Building Inspection Scorecard (Property Name)

SAMPLE

Conducted on:

03 Aug

Prepared by:

Score

____%

Building Exterior - 1/20 5.00%

Question	Response	Details
Is the building facade free of damage and defect?		
Are the building soffits free of damage and defect?		
Are the exterior doors free of damage and defect?		
Are the window shutters free of damage and defect?		
Are the window screens installed and free of damage or defect?		
Is the exterior caulking free of damage and defect?		
Is the roof free of damage and defect?		
Are the gutters and downspouts free of damage and defect?		
Are the hose bibs functioning and free of damage and defect?		
Is the exterior paint clean and free of defect?		
Any other issues or comments related to the building exterior?		
Overall rating of building exterior:	1	

Exterior Signage - 1/13 7.69%

Question	Response	Details
Are all parking lot signs in place, clean, straight, and free from any other damage or defect?		
Are all building signs in place, clean, straight, and free from any other damage or defect?		
Are all monument signs in place, clean, straight, and free from any other damage or defect?		
Any other issues or comments related to the exterior signage?		
Overall rating of exterior signage:	1	

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Site & Hardscaping - 1/20 5.00%

Question	Response	Details
Are the sidewalks in good condition?		
Are the stairs and handrails in good condition?		
Are the courtyards, patios, and pavers in good condition?		
Are the fences clean, and is the paint or stain in good condition?		
Are the fences straight?		
Are the parking lot curb lines and corners clean?		
Are the dumpsters and dumpster corrals in good condition?		
Are the speed bumps, curb painting, and parking lot striping in good condition?		
Is the asphalt in good condition?		
Is the paint on the fire hydrants in good condition?		
Any other issues or comments related to the site & hardscaping?		
Overall rating of site and hardscaping:	1	

Landscaping - 1/19 5.26%

Question	Response	Details
Has the grass been cut?		
Are the flowerbeds free of weeds and leaves?		
Is the turf free of bare spots?		
Is the turf free of weeds?		
Have the flower beds been mulched sufficiently?		
Are the flowerbeds free from overgrowth?		
Are the flowerbeds fully planted?		
Are all trees and bushes trimmed and pruned?		
Are the trees and surrounding areas free of all deadwood and fallen branches?		
Any other issues or comments related to the landscaping?		
Overall rating of landscaping:	1	

Common Areas - 1/22 4.54%

Question	Response	Details
Are the lobby lights working?		
Is the lobby clean?		
Is the lobby entrance glass clean?		
Are the vestibules clean?		
Is the painting in the stairwell in good condition?		
Are the stairwell landings identified?		
Is the hardware on the stairwell doors in good working order?		
Are all common area lights working?		
Are the ceiling tiles in the building common area clean and free of stain or defect?		
Are the common area water fountains clean and in good working order?		
Is the common area carpeting clean and free of spots or damage?		
Are the diffusers and return air grills in the common area clean?		
Any other issues or comments related to the common areas?		
Overall rating of common areas:	1	

Life Safety - 1/16 6.25%

Question	Response	Details
Is the fire panel functioning properly and free from deficiency?		
Are the fire extinguishers charged, tagged, inspected, and free from deficiency?		
Are the exit lights functioning properly and free from deficiency?		
Are the emergency lights functioning properly and free from deficiency?		
Are the sprinkler valves tagged, inspected, and free from deficiency?		
Is the emergency generator maintained, inspected, and free from deficiency?		
Any other issues or comments related to life safety?		
Overall rating of life safety:	1	

Building Rooms - 1/14 7.14%

Question	Response	Details
Are the building mechanical rooms clean, orderly, and free of deficiency?		
Are the building electrical rooms clean, orderly, and free of deficiency?		
Are the building telephone rooms clean, orderly, and free from deficiency?		
Are the building janitorial rooms clean, orderly, and free from deficiency?		
Any other issues or comments related to the building rooms?		
Overall rating of building rooms:	1	

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Restrooms - 1/18 5.56%

Question	Response	Details
Are all ceilings, tiles, and grid clean and free of damage?		
Are all HVAC diffusers clean and free of damage?		
Are all walls clean and free of damage?		
Are all lights functioning and free of damage?		
Are all sinks, countertops, faucets, and dispensers clean and in good working order?		
Are all stalls, partitions, locks, and accessories clean and in good working order?		
Area all toilets and urinals clean and in good working order?		
Are all floor tiles clean and free of damage?		
Any other issues or comments related to the restrooms?		
Overall rating of restrooms:	1	

Elevators - 1/22 4.54%

Question	Response	Details
Are all of the elevator lights and buttons in good working order?		
Are all of the elevator light fixtures in good working order?		
Is the elevator signage installed and in good condition?		
Are the elevator telephones functioning properly, and does the recording identify the correct location?		
Are the elevator cabs clean and free of damage?		
Are the elevator rooms clean and free of clutter?		
Are the fire extinguishers charged, and are the tags current?		
Are the elevator thresholds clean and free of debris?		
Are the elevator certificates present and up to date?		
Are the building engineer logs present and up to date?		
Are the Annual Inspection Tags present and up to date?		
Are all DLLR forms present and up to date?		
Any other issues or comments related to the elevators?		
Overall rating of elevators:	1	



Monthly Life Safety Inspection

SAMPLE

Conducted on:

03 Aug

Prepared by:

Score

____%

Audit - 0/5 0.00%

Question	Response	Details
For any failed item, provide a failure action plan including description and location of failure, contractor, and estimated resolution date.		
Monthly Life Safety Inspection		Score (0/5) 0.00%
Are all fire extinguishers in place, properly charged, tagged for the current certification year, and free of damage?		
Are all emergency lights functioning properly?		
Are all exit lights sufficiently illuminated and functioning properly?		
Are all fire pumps functioning properly and free of damage?		
Are all drum drips functioning properly and free of damage?		
Did all elevators successfully pass the fire service test?		

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Weekly Life Safety Inspection

SAMPLE

Conducted on:

03 Aug

Prepared by:

Score

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Audit - 0/10 0.00%

Question	Response	Details
For any failed item, provide a failure action plan including description and location of failure, contractor, and estimated resolution date.		
Life Safety Inspection		Score (0/1) 0.00%
Are all exterior lights functioning properly?		
Are the elevator phones functioning properly?		
Is the elevator local alarm functioning properly?		
Is the backup generator functioning properly?		
Fire Alarm Inspection & Test		Score (0/4) 0.00%
Is the fire panel main power source connected and functioning properly?		
Are all telephone lines properly connected to the fire alarm panel equipment?		
Is the fire alarm system free of any trouble or supervisory signals?		
Do all of the lights on the fire alarm panel function properly when the lamp test button is pressed?		
Sprinkler & Standpipe Inspection		Score (0/5) 0.00%
Are all gauges intact and free of damage?		
Normal Gauge Pressure Reading:		
Current Gauge Pressure Reading:		
Normal Position for Control Valve		
Current Position for Control Valve?		
Are all control valves accessible?		
Are the identification signs properly displayed?		

Test
Score (0/10) 0.00%

Question	Response	Details
Is the sprinkler system free of leaks?		
Is the sprinkler system free of all other defects?		

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