STANDARD OPERATING PROCEDURE

Building Inspection SOP

Document no.	SOP-MNT-009
Revision	1.0
Owner	Facilities Manager
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To formally document the condition of the building's exterior, structure, mechanical rooms and life-safety systems on a set schedule, so deficiencies are found, tracked and corrected before they become larger problems.

2. Scope

Applies to scheduled, documented building condition inspections of facility structures and systems. Daily maintenance rounds and individual occupant repair requests are covered by the facility maintenance SOP.

Definitions

Inspection route	The defined path and set of areas covered during a building inspection.
Punch list	The list of deficiencies found during an inspection that need to be corrected, each with a severity rating and owner.
Building envelope	The exterior elements that separate the inside of the building from the outside, including the roof, walls, windows and doors.
Severity rating	A classification of how urgent a found deficiency is, such as safety, urgent or routine.

3. Responsibilities

Facilities Inspector	Walks the inspection route, documents findings with photos, and assigns a severity rating to each item.
Maintenance Technician	Completes corrective work orders generated from the inspection punch list.
Facilities Supervisor	Reviews the punch list with the inspector and assigns corrective work orders to technicians.
Facilities Manager	Reviews the completed inspection report, tracks corrective actions to closure, and archives records.

RACI matrix

Activity	Facilities Inspector	Maintenance Technician	Facilities Supervisor	Facilities Manager
Schedule the inspection route	I	-	R/A	I
Conduct the inspection and document findings	R/A	-	I	I
Generate work orders from the	R	I	A	I

Activity	Facilities Inspector	Maintenance Technician	Facilities Supervisor	Facilities Manager
punch list				
Complete corrective work orders	I	R/A	C	I
Track corrective actions to closure	C	R	R	A

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Building inspection checklist
- Camera or mobile device for photo documentation
- CMMS for generating corrective work orders
- Prior inspection reports for comparison
- Flashlight and basic measuring tools

Personal protective equipment

- Safety glasses
- Hard hat in mechanical or roof areas
- Non-slip footwear
- Fall protection for roof access where required

5. Procedure

Step	Task	Owner	Done
5.1	**Schedule the inspection route and frequency** Facilities supervisor confirms the inspection date and which building areas are included, based on the standard frequency for each area type.	Facilities Supervisor	☐
5.2	**Prepare the checklist and review prior findings** Inspector pulls the standard building inspection checklist and reviews the previous report to confirm earlier punch list items were closed.	Facilities Inspector	☐
5.3	**Inspect the building exterior and grounds** Inspector walks the roof access points, parking lot, grounds and drainage, checking for surface damage, standing water, and roof membrane condition.	Facilities Inspector	☐
5.4	**Inspect the building envelope** Inspector checks exterior doors, windows and wall surfaces for damage, air or water infiltration, and deteriorating seals or caulking.	Facilities Inspector	☐
5.5	**Inspect life-safety systems visually** Inspector visually checks exit routes, emergency lighting, fire doors, sprinkler heads and alarm devices for obstruction or obvious damage. **Checkpoint:** Every exit route on the checklist is confirmed clear and every emergency light checked during the inspection.	Facilities Inspector	☐
5.6	**Inspect mechanical and electrical rooms** Inspector checks mechanical and electrical rooms for housekeeping, clearance around panels, signs of leaks, and unusual heat or odor. **Warning:** Do not open electrical panel covers during the inspection; note any concern for a qualified electrician to assess.	Facilities Inspector	☐

Step	Task	Owner	Done
5.7	**Inspect restrooms and common areas** Inspector checks restrooms, breakrooms and common areas for plumbing leaks, fixture condition and general maintenance needs.	Facilities Inspector	☐
5.8	**Document findings with photos and severity ratings** Inspector photographs each deficiency found and assigns a severity rating of safety, urgent or routine on the inspection report.	Facilities Inspector	☐
5.9	**Generate corrective work orders** Facilities supervisor reviews the punch list with the inspector and creates a corrective work order for each item, prioritized by severity rating.	Facilities Supervisor	☐
5.10	**Assign and complete corrective work** Technicians complete assigned corrective work orders, starting with items rated as a safety concern.	Maintenance Technician	☐
5.11	**Review the report with the facilities manager** Facilities manager reviews the completed inspection report and open punch list items with the supervisor to confirm priorities and resourcing.	Facilities Manager	☐
5.12	**Track corrective actions to closure** Facilities manager tracks each punch list item until its work order is closed, and carries any unresolved item forward to the next inspection.	Facilities Manager	☐
5.13	**Archive the inspection report** Facilities manager files the completed inspection report, photos and punch list status for the site's building condition records.	Facilities Manager	☐

6. Quality checks

- Every item on the building inspection checklist is marked complete with a finding or a pass, not left blank.
- Safety-rated punch list items are assigned a corrective work order the same day as the inspection.
- Prior inspection punch list items are confirmed closed or carried forward with a reason.
- Inspection reports are archived and retrievable for at least the required retention period.

7. Records

- Completed building inspection checklist and report
- Photo documentation of findings
- Corrective work orders generated from the punch list
- Punch list closure tracking log

8. KPIs

- Percentage of punch list items closed before the next inspection
- Average time to close a safety-rated finding
- Number of repeat findings across inspections
- Inspections completed on schedule

9. Common mistakes

- Marking a checklist item as fine without actually inspecting it closely.
- Not photographing findings, making it hard to track condition changes over time.
- Letting a safety-rated punch list item sit without an assigned work order.
- Skipping mechanical or electrical rooms because they are less visible to occupants.
- Losing track of items carried forward from a previous inspection.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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