COMMERCIAL PROPERTY INSPECTION CHECKLIST smartsheet



	SITE NAME / ADDRESS
PREPARED BY	DATE

		I
	TASK / ITEM	CONDITION / COMMENTS
RI	ECEPTION / ENTRY	
	WALLS	
	TRIM	
	WAINSCOT	
	PAINT	
	PAPER	
	FLOORS	
	BASEBOARD	
	WINDOWS	
	GLASS	
	DOORS	
	LOCKS / HARDWARE	
	CEILING	
	LIGHTING	
	LIGHTING SWITCHES	
	ELECTRICAL OUTLETS	
	PHONE JACKS	
	INTERNET PORT	
	MAIL DROP	
	SIGNAGE	
	EMERGENCY / INSTRUCTIONAL SIGNAGE	
	DIRECTORY	
	BUILT-INS	
	ELEVATOR SWITCHES	
	ELEVATOR ENTRY	

TASK / ITEM	CONDITION / COMMENTS
RESTROOMS	
WALLS	
TRIM	
WAINSCOT	
PAINT	
PAPER	
FLOORS	
BASEBOARD	
WINDOWS	
GLASS	
MIRRORS	
DOORS	
LOCKS / HARDWARE	
CEILING	
LIGHTING	
LIGHTING SWITCHES	
ELECTRICAL OUTLETS	
VENTILATION	
SINKS	
RUNNING WATER	
TOILETS	
URINALS	
PLUMBING	
DIVIDERS	
WASTEBASKETS	
VANITY / SHELF	
SOAP DISPENSER	
SANITIZER DISPENSER	
TOWEL DISPENSER	
HAND DRYING UNIT	
PRODUCT DISPENSER	
CHANGING TABLE / UNIT	
SIGNAGE	
BUILT-INS	

TASK / ITEM	CONDITION / COMMENTS
GENERAL OFFICE AREA	
WALLS	
TRIM	
WAINSCOT	
PAINT	
PAPER	
FLOORS	
BASEBOARD	
WINDOWS	
GLASS	
DOORS	
LOCKS / HARDWARE	
CEILING	
LIGHTING	
LIGHTING SWITCHES	
ELECTRICAL OUTLETS	
PHONE JACKS	
INTERNET PORT	
CABINETRY	
SIGNAGE	
EMERGENCY / INSTRUCTIONAL SIGNAGE	
BUILT-INS	
CLOSETS / COAT HOOKS	
HEAT	
A/C	
VENTILATION	
TASK / ITEM	CONDITION / COMMENTS
CORRIDORS / HALLWAYS	
WALLS	
TRIM	
WAINSCOT	
PAINT	
PAPER	
FLOORS	

BASEBOARD	
WINDOWS	
GLASS	
CABINETRY	
DOORS	
LOCKS / HARDWARE	
CEILING	
LIGHTING	
LIGHTING SWITCHES	
ELECTRICAL OUTLETS	
VENTILATION	
BUILT-INS	
WASTEBASKETS	
FIRE ALARM	
FIRE EXTINGUISHER	
THRESHOLDS	
SIGNAGE	
EMERGENCY / INSTRUCTIONAL SIGNAGE	
TASK / ITEM	CONDITION / COMMENTS
OFFICE / ROOM 1	
WALLS	
TRIM	
WAINSCOT	
PAINT	
PAPER	
FLOORS	
BASEBOARD	
WINDOWS	
GLASS	
DOORS	
LOCKS / HARDWARE	
CEILING	
CEILING	

LIGHTING

LIGHTING SWITCHES

	ELECTRICAL OUTLETS	
	PHONE JACKS	
	INTERNET PORT	
	CABINETRY	
	SIGNAGE	
	BUILT-INS	
	TASK / ITEM	CONDITION / COMMENTS
0	PFICE / ROOM 2	
	WALLS	
	TRIM	
	WAINSCOT	
	PAINT	
	PAPER	
	FLOORS	
	BASEBOARD	
	WINDOWS	
	GLASS	
	DOORS	
	LOCKS / HARDWARE	
	CEILING	
	LIGHTING	
	LIGHTING SWITCHES	
	ELECTRICAL OUTLETS	
	PHONE JACKS	
	INTERNET PORT	
	CABINETRY	
	SIGNAGE	
	BUILT-INS	

	TASK / ITEM	CONDITION / COMMENTS
М	ISCELLANEOUS	
		ADDITIONAL COMMENTS
		ADDITIONAL COMMENTS

TENANT	INSPECTOR

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