FACILITY WALKTHROUGH CHECKLIST

Exterior and Entryway

Date .....

TASK	STATUS
Inspect building exterior for cracks, peeling paint, or structural damage.	
Ensure all pathways, sidewalks, and parking lots are free from debris or hazards.	
Verify outdoor lighting is operational, including security lights.	
Check signage for visibility, proper placement, and maintenance needs.	
Inspect landscaping for proper maintenance (e.g., trimmed hedges, clear walkways).	
Test door locks and access control systems at all entry points.	
Additional Task:	

Instructions:

- *Begin the walkthrough with a visual assessment of the building's exterior and main entrances.*

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FACILITY WALKTHROUGH CHECKLIST

Common Areas

Date .....

TASK	STATUS
Check for cleanliness and organization of lobbies, hallways, and meeting spaces.	
Inspect furniture and fixtures for damage or wear.	
Test lighting fixtures; replace burned-out bulbs.	
Ensure trash bins are emptied and sanitized.	
Verify that ventilation and air circulation systems are operational.	
Check safety signage and emergency exits for visibility and compliance.	
Additional Task:	

Instructions:

- *Pay attention to guest-facing areas, ensuring a welcoming and functional environment.*

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FACILITY WALKTHROUGH CHECKLIST

Restrooms

Date .....

TASK	STATUS
Verify that restrooms are clean, stocked, and sanitized.	
Check sinks, toilets, and urinals for proper operation.	
Inspect faucets for leaks and ensure hot water is available.	
Test hand dryers and soap dispensers for functionality.	
Examine walls and floors for cracks, stains, or water damage.	
Inspect trash bins and ensure they are emptied and cleaned.	
Additional Task:	

Instructions:

- *Focus on hygiene and functionality to meet guest and staff expectations.*

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FACILITY WALKTHROUGH CHECKLIST

Mechanical and Utility Areas

Date .....

TASK	STATUS
Inspect HVAC systems for proper operation and filter cleanliness.	
Check electrical panels for proper labeling and secure covers.	
Test backup generators and battery systems.	
Inspect plumbing systems for leaks, clogs, or unusual noises.	
Verify that utility meters are accessible and functioning properly.	
Check for adequate ventilation in mechanical rooms.	
Additional Task:	

Instructions:

- *Prioritize safety and functionality of critical systems during the walkthrough.*

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FACILITY WALKTHROUGH CHECKLIST

Storage and Supplies

Date .....

TASK	STATUS
Inspect storage areas for organization and accessibility.	
Ensure cleaning supplies are properly labeled and stored safely.	
Verify that inventory levels for essential supplies are sufficient.	
Check for pest activity or signs of contamination in storage areas.	
Inspect shelving and storage units for stability and cleanliness.	
Additional Task:	

Instructions:

- *Use this section to ensure storage areas are safe, organized, and well-stocked.*

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FACILITY WALKTHROUGH CHECKLIST

Security and Safety

Date .....

TASK	STATUS
Test security systems, including cameras and alarms, for proper operation.	
Verify that emergency exits are clear and evacuation routes are unobstructed.	
Inspect fire extinguishers, smoke detectors, and sprinkler systems for compliance.	
Check safety equipment, such as first aid kits, for availability and proper stocking.	
Assess lighting in stairwells, hallways, and high-risk areas for adequate visibility.	
Additional Task:	

Instructions:

- *Focus on safety measures to protect occupants and ensure regulatory compliance.*

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FACILITY WALKTHROUGH CHECKLIST

Post-Walkthrough Documentation

Date .....

TASK	STATUS
Document any issues identified during the walkthrough.	
Assign follow-up actions to appropriate team members or vendors.	
Take photos of damaged or non-compliant areas for reference.	
Compile a summary report highlighting priorities and deadlines.	
Schedule a follow-up walkthrough to confirm resolution of identified issues.	
Additional Task:	

Instructions:

- *Use this section to ensure accountability and track progress on resolving issues.*

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