

BUILDINGWRENCH

FACILITY WALKTHROUGH INSPECTION

A repeatable fresh-eyes inspection record for facility managers.
FICTIONAL COMPLETED EXAMPLE — NOT AN ACTUAL RECORD

WALKTHROUGH INFORMATION

Facility / Building	Date / Time	Inspector	Weather / Conditions
Example Facility North Building	2026-10-09 09:00	Casey Lee	Dry, clear 58 F

OBSERVATIONS

Area / Room	Condition or Defect	Priority	Photo / WO #	Owner / Follow-up
Main lobby	Floor dry; entrance mats flat.	Low	IMG-001	Alex Morgan Monitor daily
Storage A	Loose pull handle on storage cabinet.	Low	WO-1042	Taylor Reed Tighten by Oct 12
Room 102	One lamp out; room remains lit.	Low	WO-1043	Jordan Park Replace by Oct 12
West corridor	Ceiling stain dry; source unconfirmed.	Medium	WO-1044	Drew Lane Inspect by Oct 10
Break room	Small drip at faucet outlet.	Low	WO-1045	Jamie Brooks Assess by Oct 12
Loading area	Packaging narrowing walking route.	Medium	IMG-006	Riley Quinn Removed 09:15
Office 201	Occupant reports room is too warm.	Medium	WO-1046	Avery Wells Check by 14:00
Training room	Chair glide missing; chair set aside.	Low	WO-1047	Robin Hayes Repair by Oct 12
North stairs	Handrail secure; route clear.	Low	IMG-009	Parker Gray Monitor daily
Supply room	Shelf labels worn and hard to read.	Low	WO-1048	Sam Ellis Relabel by Oct 12

CLOSEOUT

Immediate hazards isolated?	Work orders created?	Stakeholders notified?
☒ Yes ☐ No ☐ N/A	☒ Yes ☐ No	☒ Yes ☐ No ☐ N/A

Next review 2026-10-10 at 09:00