

SOP: Inspection and Reporting of Facility Damages or Repairs Needed

This SOP details the process for **inspection and reporting of facility damages or repairs needed**, including routine facility assessments, identification of structural or equipment issues, documentation of damages, communication protocols for reporting, prioritization of repair needs, and follow-up procedures to ensure timely maintenance. The objective is to maintain a safe and functional environment by systematically addressing facility defects and preventing potential hazards.

1. Purpose

To establish standardized procedures for regular inspection, prompt reporting, and proper resolution of facility damages or repairs needed, ensuring the ongoing safety and functionality of the facility.

2. Scope

This SOP applies to all facility areas, including but not limited to office spaces, common areas, restrooms, mechanical rooms, and externally managed spaces. All staff and facility personnel are responsible for following these procedures.

3. Responsibilities

Role	Responsibility
Facility Manager	Oversee inspection program, assign inspection duties, ensure adherence to SOP, review and act on reports, track repairs.
Maintenance Staff	Carry out inspections, document and report damages, perform repairs as assigned.
All Employees	Identify and report facility issues promptly.

4. Procedure

- Routine Facility Assessments**
 - Conduct scheduled inspections (e.g., weekly, monthly) using a standardized checklist.
 - Include both internal and external facility areas (e.g., structural, electrical, plumbing, HVAC, safety equipment).
- Identification of Issues**
 - Visually inspect for damages, malfunctions, or safety hazards.
 - Record observations with notes and photographs where applicable.
- Documentation of Damages**
 - Complete an Inspection Report Form indicating location, description, severity, and date of issue.
 - Attach supporting images or evidence.
- Reporting Protocol**
 - Submit completed reports to the Facility Manager within one (1) business day of identification.
 - Urgent or safety-related issues must be reported immediately via phone and followed by written notification.
- Prioritization and Assignment**
 - Facility Manager reviews reports and assigns priority (Critical, High, Medium, Low).
 - Assign maintenance personnel or contractors and schedule repairs accordingly.
- Follow-Up and Closure**
 - Track repair status to completion.
 - Confirm satisfactory resolution before closing the report.
 - Maintain records of all reports and actions taken for audit purposes.

5. Inspection Report Form Template

Field	Description
Date of Inspection	[Enter date]
Inspector Name	[Enter name]

Location/Area	[Specify location]
Description of Damage/Issue	[Detail the observed issue]
Severity Level	[Critical/High/Medium/Low]
Photos Attached	[Yes/No]
Immediate Action Taken	[Details, if applicable]
Date Reported	[Enter date]
Reported To	[Name/Title]

6. Review & Revision

- This SOP shall be reviewed annually or as needed following significant facility incidents or updates in regulatory standards.
- Revisions must be approved by the Facility Manager and distributed to all relevant stakeholders.

7. References

- [Occupational Health & Safety Standards](#)
- [Facility Inspection Checklist](#)