

SOP: Regular Property Inspections and Condition Reporting

This SOP establishes the procedures for **regular property inspections and condition reporting**, including scheduling routine inspections, identifying and documenting property conditions, reporting damages or maintenance needs, and ensuring timely follow-up actions. The goal is to maintain property integrity, enhance safety, and prevent costly repairs through proactive monitoring and systematic reporting.

1. Purpose

To provide a standardized process for conducting and documenting regular property inspections, ensuring prompt detection and resolution of issues to maintain property standards and safety.

2. Scope

This SOP applies to all properties under management, including residential, commercial, and mixed-use, and involves property managers, inspection staff, and maintenance personnel.

3. Responsibilities

- **Property Manager:** Oversees inspection schedule, reviews inspection reports, and coordinates follow-up actions.
- **Inspection Staff:** Conducts inspections, documents findings, and submits reports.
- **Maintenance Team:** Responds to reported issues and completes repairs as required.

4. Procedures

1. **Scheduling Inspections**
 - Develop an annual inspection calendar for each property.
 - Notify tenants at least 48 hours prior to scheduled inspections.
2. **Preparing for Inspection**
 - Gather necessary inspection forms and equipment (camera, flashlight, checklist, PPE).
3. **Conducting the Inspection**
 - Systematically inspect interior and exterior areas, noting conditions of structure, fixtures, appliances, utilities, and common spaces.
4. **Documenting Findings**
 - Complete inspection checklist and condition report.
 - Photograph areas of concern and attach images to report.
5. **Reporting**
 - Submit completed reports to property manager within 24 hours of inspection.
 - Highlight urgent maintenance or safety issues.
6. **Follow-Up Actions**
 - Assign maintenance requests for identified issues.
 - Track completion and document follow-up in property records.

5. Documentation

Maintain records of:

- Inspection schedules and notifications
- Completed inspection forms and condition reports
- Photographic evidence
- Maintenance requests and completion logs

6. Review and Improvement

- Annually review the effectiveness of inspection procedures.
- Update checklists and reporting standards as needed.

Sample Property Inspection Checklist

Area	Condition	Comments/Photos
Exterior Walls	<div>Good</div>	
Roof	<div>Good</div>	
Plumbing Fixtures	<div>Good</div>	
Smoke Detectors	<div>Working</div>	
Other	<div></div>	