

SOP Template: Routine Property Inspections and Reporting

This SOP details the process for **routine property inspections and reporting**, encompassing scheduled inspections of buildings, grounds, and equipment to identify maintenance needs and potential hazards. It outlines inspection checklists, documentation procedures, reporting protocols, and follow-up actions to ensure property safety, functionality, and compliance with regulatory standards. The goal is to maintain property integrity, prevent accidents, and support proactive management through consistent monitoring and timely reporting.

1. Purpose

To establish a standardized procedure for conducting routine property inspections and reporting to ensure ongoing safety, functionality, and regulatory compliance of all property assets.

2. Scope

This SOP applies to all personnel responsible for property management and maintenance, including buildings, grounds, and equipment, at all company-owned or managed locations.

3. Responsibilities

- **Property Manager:** Oversees inspection process, reviews reports, and initiates corrective actions.
- **Maintenance Staff/Inspectors:** Conduct inspections, complete checklists, and report findings.
- **Administrative Staff:** Maintain inspection records and assist in scheduling.

4. Inspection Schedule

Inspections must be carried out as follows:

- Building interiors: Monthly
- Building exteriors: Quarterly
- Grounds and landscaping: Monthly
- Equipment and machinery: As per manufacturer's recommendations or at least quarterly
- Additional inspections after major events (e.g., storms, repairs)

5. Inspection Checklist

Use the standard checklist for each area. Include but are not limited to:

Area	Items to Inspect
Building Interior	Walls, floors, ceilings, lighting fixtures, fire safety equipment, HVAC systems, restrooms, doors, windows
Building Exterior	Roof, gutters, paint, windows, doors, exterior lighting, signage, walkways, handrails, stairs
Grounds	Landscaping, fencing, irrigation, parking lots, pathways, outdoor equipment
Equipment	Operational checks, safety guards, maintenance records, visible damages, leaks

Note: Customize checklists as required for specific properties or regulatory requirements.

6. Documentation Procedures

1. Complete inspection checklists during each site visit.
2. Photograph deficiencies or hazards where applicable.
3. Record all findings-both compliant and non-compliant-in the digital or paper log.
4. Attach maintenance requests for issues needing intervention.

5. Sign and date all inspection forms.

7. Reporting Protocols

1. Submit completed inspection reports to the Property Manager within 24 hours of inspection.
2. Flag urgent safety or compliance issues for immediate escalation.
3. Maintain all inspection documentation for a minimum of three years or as per company policy.

8. Follow-Up Actions

- Property Manager reviews reports and assigns maintenance actions as needed.
- Track all open issues until resolved; update logs upon completion.
- Conduct re-inspections as necessary to verify resolution.
- Document completion of repairs or mitigation measures.

9. Compliance and Review

- Ensure all procedures adhere to relevant safety and regulatory standards.
- Review and update SOP annually or as required due to policy/regulatory changes.

10. Appendices

- Sample Inspection Checklist (see table above)
- Sample Inspection Report Form
- Regulatory References