SOP Template: Property Inspections and Condition Reporting

This SOP defines the process for **property inspections and condition reporting**, detailing regular inspection schedules, checklists for assessing property condition, documentation standards, reporting protocols, and follow-up actions. The goal is to maintain property integrity, identify maintenance needs early, ensure compliance with safety regulations, and provide comprehensive records for stakeholders.

1. Purpose

To establish a standardized process for conducting property inspections and documenting condition reports to ensure property maintenance, compliance, and record-keeping.

2. Scope

This SOP applies to all properties managed by *[Organization/Property Management Team]*, including residential, commercial, and industrial real estate.

3. Responsibilities

- **Property Manager:** Oversee the inspection process and ensure reports are completed and actioned.
- **Inspection Staff:** Conduct inspections, complete checklists, and submit reports.
- **Maintenance Team:** Address issues identified in inspection reports.
- **Admin Staff:** File and manage documentation.

4. Inspection Schedule

Type of Inspection	Frequency	Responsible
Routine Inspection	Quarterly	Inspection Staff
Move-in/Move-out Inspection	At tenant changeover	Inspection Staff
Annual Safety Inspection	Annually	Property Manager & Safety Officer
Ad-hoc Inspection	As required	Inspection Staff

5. Inspection Checklist

- Exterior (roof, walls, gutters, paint, landscaping, driveway)
- Interior (floors, walls, ceilings, windows, doors, lighting)
- Plumbing (sink, taps, bathrooms, water heaters)
- Electrical (outlets, switches, circuit breaker, appliances)
- Heating/Cooling systems
- Smoke detectors and safety devices
- Pest and infestation signs
- General cleanliness and tenant compliance

6. Documentation Standards

- Complete standardized inspection forms and checklists electronically where possible.
- Take clear photographs of any issues or areas of concern.
- Ensure all documents are dated and signed by the inspector and, where applicable, the tenant.
- Store reports in secure digital/file storage, labeled by property and inspection date.

7. Reporting Protocol

1. Submit completed reports to the Property Manager within 24 hours of inspection.
2. Property Manager reviews and prioritizes issues for maintenance and repair.
3. Communicate urgent issues immediately to relevant maintenance and safety teams.
4. Summarize findings for stakeholders as per reporting schedule (monthly/quarterly).

8. Follow-Up Actions

- Track identified issues in a maintenance log with assigned responsibilities and due dates.
- Schedule follow-up inspections for completed repairs or unresolved issues.
- Notify stakeholders upon completion of significant repairs or safety remediation.

9. Compliance and Review

- Ensure compliance with local regulations, safety codes, and organizational standards.
- Review and update this SOP annually or as regulations and requirements change.

10. References

- Local Building and Safety Regulations
- Organizational Property Management Policies
- Inspection Checklist Forms (attached or linked)