

# SOP Template: Routine Property Inspections and Reporting

This SOP details **routine property inspections and reporting** procedures to ensure maintenance, safety, and compliance across the premises. It covers scheduled inspection protocols, identifying and documenting issues, reporting mechanisms, follow-up actions, and record-keeping standards. The goal is to maintain property integrity, prevent hazards, and support timely repairs through consistent monitoring and comprehensive reporting practices.

## 1. Purpose

To outline standardized procedures for conducting routine property inspections and ensuring effective reporting of issues to maintain property conditions and prevent hazards.

## 2. Scope

This SOP applies to all maintenance staff, property managers, and designated personnel responsible for property inspections and reporting within the premises.

## 3. Responsibilities

- **Property Manager:** Oversees scheduling, review of reports, and ensures corrective actions are taken.
- **Inspection Personnel:** Conducts routine property inspections, identifies issues, completes inspection reports, and submits findings.
- **Maintenance Staff:** Responds to issues identified and documented during inspections.
- **Administrative Staff:** Maintains records of inspection reports and follow-up actions.

## 4. Scheduled Inspection Protocols

1. Create and adhere to an inspection calendar (monthly, quarterly, or as required).
2. Prepare inspection checklists tailored to the property (interior, exterior, safety systems, utilities, common areas).
3. Notify relevant parties in advance of scheduled inspections.

## 5. Identifying and Documenting Issues

1. Use standardized checklists to inspect all assigned areas.
2. Document any observed issues with a detailed description, photographs (if possible), and exact location.
3. Classify issues by priority level (e.g., critical, urgent, routine).

## 6. Reporting Mechanisms

1. Complete an **Inspection Report Form** immediately after each inspection.
2. Submit completed reports to the Property Manager within 24 hours.
3. For urgent issues (e.g., safety hazards), provide immediate verbal or electronic notification in addition to the report.

## 7. Follow-Up Actions

1. Assign work orders for maintenance issues based on priority classification.
2. Track completion of corrective actions and update the inspection record.
3. Re-inspect resolved issues to ensure adequacy of repairs and closure.

## 8. Record-Keeping Standards

1. Archive all completed inspection reports and related documentation electronically or in a dedicated filing system.
2. Maintain records for a minimum duration as stipulated by company policy or regulatory requirements.
3. Ensure records are accessible for audits, reviews, or future reference.

## 9. Inspection Report Template

Date	
Inspector	
Area Inspected	
Issues Found	
Priority Level	
Photos Attached	
Immediate Actions Taken	
Follow-Up Required	

## 10. Review and Improvement

1. Review and update SOP annually or as needed to reflect changes in regulations or property requirements.
2. Solicit feedback from inspection and maintenance teams to enhance procedures.