

# SOP Template: Routine Property Inspections and Maintenance Scheduling

This SOP details the process for **routine property inspections and maintenance scheduling**, including regular evaluation of property conditions, identification of repair and maintenance needs, prioritization of tasks, scheduling maintenance activities, and documentation of inspection findings. The objective is to ensure the upkeep and safety of the property by maintaining a consistent inspection routine and an organized maintenance schedule.

## 1. Purpose

To establish a standardized procedure for conducting routine inspections and scheduling property maintenance to ensure safety, compliance, and optimal property condition.

## 2. Scope

This procedure applies to all managed properties, including residential, commercial, and mixed-use facilities.

## 3. Responsibilities

- **Property Manager:** Oversees inspection and maintenance scheduling and ensures compliance with the SOP.
- **Maintenance Staff/Contractors:** Perform scheduled maintenance and report any issues discovered.
- **Inspection Team:** Conducts property evaluations and documents findings.

## 4. Definitions

- **Routine Inspection:** Regularly scheduled evaluation of property condition.
- **Maintenance Scheduling:** Organizing and timing repairs and upkeep based on inspection findings.
- **Inspection Report:** Document outlining inspection results, required repairs, and actions taken.

## 5. Procedure

### 1. Schedule Inspections

- Establish inspection frequency (e.g., monthly, quarterly, semi-annual) based on property type.
- Maintain a calendar of upcoming inspections.

### 2. Conduct Inspection

- Use a standardized checklist (see section 8) during property walk-throughs.
- Identify and record deficiencies, safety hazards, or maintenance needs.

### 3. Document Findings

- Complete an **Inspection Report** immediately after assessment.
- Photograph issues as supporting documentation where applicable.

### 4. Prioritize Actions

- Categorize issues by urgency: Immediate, High, Medium, Low.
- Consult with relevant stakeholders if further input is needed.

### 5. Schedule Maintenance

- Assign maintenance tasks to in-house staff or external contractors.
- Record planned and completed maintenance activities in the maintenance log.

### 6. Follow-Up

- Verify that all scheduled maintenance has been completed satisfactorily.
- Update records and close out completed tasks in the log.

### 7. Reporting

- Provide periodic summary reports to property owners or management as required.

## 6. Documentation & Records

- Inspection Reports
- Maintenance Schedules
- Maintenance Logs
- Issue Tracking Logs
- Photographic Evidence

## 7. Associated Forms & Templates

- Routine Property Inspection Checklist
- Maintenance Request Form
- Maintenance Completion Report

## 8. Example: Routine Inspection Checklist (Excerpt)

Area	Item	Status (OK/Needs Attention)	Notes
Exterior	Roof condition		
Interior	Smoke/CO detectors		
Plumbing	Leaks or drips		
HVAC	Operational check		
Common Areas	Cleanliness & safety hazards		

## 9. Review & Revision

This SOP is reviewed annually or following significant changes in property regulations or procedures.