▢ **YOUR COMPANY LOGO** [Company name] • [Phone] • [Email] • [Website]

INSPECTION REPORT / EDITABLE TEMPLATE

Building condition report

A structured assessment of building fabric, visible services, defects and maintenance priorities.

HOW TO USE • [Square brackets] = replace with your details • SAMPLE = illustrative finding; replace before issuing.

REPORT INFORMATION

BUILDING	INSPECTION
[Building name / address]	Date: [Inspection date]
Client: [Client / organisation]	Reference: [Report reference]
Surveyor: [Your name / company]	Weather: [Weather, if relevant]
Building use: [Office / residential / mixed]	Access: [Accessible areas / restrictions]

Executive summary / SAMPLE — REPLACE

SAMPLE: A visual assessment of accessible building fabric found generally serviceable elements, with a blocked roof outlet and localised masonry cracking requiring follow-up. Findings are illustrative only and must be replaced with verified site observations.

OVERALL CONDITION	KEY PRIORITIES	INSPECTION STATUS
ADVISORY	1 priority investigation • 2 planned actions	Visual inspection only

01 Scope and limitations

SAMPLE SCOPE: Visual inspection of accessible roof areas (from safe vantage points), elevations, structure indicators, internal finishes, circulation areas and visible building services. Concealed elements, inaccessible voids, intrusive investigation, structural calculations and functional service testing are excluded unless expressly agreed.

02 Condition rating guide

RATING	MEANING
GOOD	No material defects observed in the inspected area.
ADVISORY	Maintenance or further assessment recommended.
ATTENTION	Prompt action or specialist assessment required.
NOT INSPECTED	Area inaccessible or outside agreed scope.

03 Building element assessment / SAMPLE FINDINGS

ELEMENT	RATING	OBSERVATION / ACTION
Roof coverings & drainage	ATTENTION	SAMPLE: Blocked rainwater outlet and staining below parapet; inspect and clear.
External walls & structure	ADVISORY	SAMPLE: Stepped cracking near window head; assess cause and monitor.
Internal fabric & finishes	ADVISORY	SAMPLE: Localised damp staining to upper-floor wall; trace moisture source.
Windows, doors & access	GOOD	SAMPLE: Accessible openings appeared serviceable on visual review.
Visible mechanical & electrical	NOT INSPECTED	SAMPLE: No performance or compliance testing of installations undertaken.

04 Detailed observations / SAMPLE FINDINGS

BC-01 Roof drainage and moisture ingress

LOCATION / RATING	OBSERVATION	RECOMMENDED ACTION
Roof perimeter / ATTENTION	SAMPLE: Debris obstructs an accessible rainwater outlet; adjacent internal staining may indicate inadequate drainage. No opening-up undertaken.	Arrange safe access, clear outlet and investigate water ingress; verify drainage after rainfall.

BC-02 Masonry movement and cracking

LOCATION / RATING	OBSERVATION	RECOMMENDED ACTION
East elevation / ADVISORY	SAMPLE: Stepped cracking observed around masonry opening. Width and progression have not been measured over time.	Seek competent assessment where warranted; record crack width and monitor movement before specifying repair.

05 Photographic evidence

Replace these sample image frames with your own site photographs. Record location, date, element and corresponding finding reference for each image.

PHOTO 01 / INSERT YOUR PHOTO
Roof outlet • BC-01

PHOTO 02 / INSERT YOUR PHOTO
East elevation • BC-02

06 Recommended action plan / SAMPLE ACTIONS

PRIORITY	ACTION	RESPONSIBILITY / TARGET
HIGH	Investigate roof drainage and signs of water ingress.	[Owner / contractor] / [Target date]
MEDIUM	Assess and monitor cracking to external masonry.	[Surveyor / engineer] / [Target date]
ROUTINE	Plan periodic inspection of finishes and visible services.	[Facilities team] / [Target date]

07 Conclusion / SAMPLE — REPLACE

SAMPLE: The accessible building fabric appears broadly serviceable, subject to investigation of rainwater drainage and monitoring of masonry cracking. Replace this example conclusion with a site-specific professional assessment.

08 Inspection record

PREPARED BY	CLIENT / REPRESENTATIVE
Name: [Inspector name]	Name: [Client contact]
Company: [Company]	Organisation: [Organisation]
Signature: _____	Acknowledgement: _____
Date: _____	Date: _____

Editing guide — replace before sharing

EDITABLE FIELDS: Complete every [square-bracketed] item. SAMPLE CONTENT: Replace all example observations, ratings, priorities and conclusions with actual inspection evidence. Remove this editing guide before issuing a client report.

This is a general reporting aid, not a substitute for a competent inspection, agreed scope, applicable regulations or specialist advice.