Inspection report

TEMPLATE

Scope, a summary, numbered findings with priorities and photos, recommendations and sign-off.

Project / property		Address	
Client		Inspector	
Date of inspection		Report reference	

Critical	High	Medium	Low	Total

Scope of the inspection

Summary of findings

Recommendations

Findings

No.	Location	Finding	Priority	Photo	Action / owner

Sign-off

Signed	Name	Date

Inspection report

EXAMPLE

Scope, a summary, numbered findings with priorities and photos, recommendations and sign-off.

Project / property	Unit 4, Kirkstall Trade Park	**Address**	Kirkstall Road, Leeds
Client	Northgate Estates	**Inspector**	Alex Morgan
Date of inspection	27 Nov 2026	**Report reference**	NE-U4-001

Critical	High	Medium	Low	Total
2	6	9	6	23

Scope of the inspection

Visual inspection of the warehouse unit, office mezzanine and external areas before the new tenant takes occupation. No intrusive investigation.

Summary of findings

23 findings: 2 critical, 6 high, 9 medium, 6 low. The critical items are a missing fire door closer and a damaged guard rail on the mezzanine stair.

Recommendations

Fix the two critical items before occupation. Programme the high items within 14 days. Re-inspect on completion.

Findings

No.	Location	Finding	Priority	Photo	Action / owner
1	Mezzanine stair	Guard rail bent at the top landing; not secure.	Critical	1a	Landlord's contractor, before occupation
2	Office corridor	Fire door to the stair has no closer fitted.	Critical	2a	Landlord's contractor, before occupation
3	Loading bay	Roller shutter does not fully close on the left side.	High	3a	Shutter contractor, 14 days
4	WC	Extract fan not working.	Medium		Electrician, 28 days
5	Car park	Two bollard lights out.	Low	5a	Electrician, next visit

Sign-off

Signed	Name	Date