



Commercial Property Inspection Checklist

An Inspections Tool for Portfolio Managers and Asset Managers



Your Name:	Building Number:
Property Name:	Today's Date:
Property Address:	Your Signature:

A commercial building inspection is a crucial part of determining the true condition of a property and the costs required to repair it. While it's a good idea to lean on the expertise of a professional inspector, portfolio managers can utilize this property inspection checklist to gain peace of mind and make informed decisions about their next investment opportunity.



Note: This checklist is not intended to be all-inclusive or to supersede existing inspection checklists or protocols.

Roofing

Do shingles appear to be in good repair?

Comments

Are shingles free of buckling, curling or blistering?

Comments

Are rubber boots around vent pipes free of cracks and wear?

Comments

Is the roof free of standing water?

Comments

Is the roof free of visible leaks?

Comments

Are gutters unblocked and in good repair?

Comments

Is the roof free of fungus, moss and other growth?

Comments

Structural Integrity

Are walls free of vertical or horizontal cracks?

Comments

Are walls free of material deterioration?

Comments

Are floors, walls and ceilings free of stains?

Comments

Are walls free of moisture and settling?

Comments

Do floors feel solid and even?

Comments

Are windows and doorframes free of gaps?

Comments

Are walls free of damage by an external force (i.e. felled tree damage)?

Comments

Electrical

Are all electrical switches in working order?

Comments

Are outlets free of loose-fitting plugs?

Comments

Are all outlets properly grounded?

Comments

Are electrical panels properly covered and secured?

Comments

Are ground fault circuit interrupters installed on circuits near water?

Comments

Does the building utilize permanent wiring instead of extension cords?

Comments

Are electrical cords and wiring free of damage or fray?

Comments

Plumbing

Are plumbing areas free of water spots, moisture and puddles?

Comments

Are plumbing pipes free of corrosion?

Comments

Do faucets and fixtures have adequate water pressure?

Comments

Are plumbing shutoff valves in working order?

Comments

Have water heaters been tested for proper temperature?

Comments

Are all drains free-flowing and unclogged?

Comments

Does the building have functional backflow prevention devices?

Comments

Heating, Ventilation and Cooling (HVAC)

Is HVAC system maintenance documentation available?

Comments

Are coils and condensate pans clean and corrosion-free?

Comments

Are fans clean, leak-free and corrosion-free?

Comments

Are humidifiers clean and free of standing water?

Comments

Have filters been regularly cleaned and changed?

Comments

Are thermostats in good working order?

Comments

Are HVAC pipes and lines free of fluid leakage?

Comments

Landscaping

Does drainage flow away from the building?

Comments

Is the property free of flooded or soggy landscaping?

Comments

Are sidewalks and parking lots in good condition?

Comments

Are shrubbery and foliage well-maintained?

Comments

Are retaining walls in good condition?

Comments

Are irrigation systems in working order (if applicable)?

Comments

Is the property free of pests and pest-related damage?

Comments

General Notes



The Real Estate Industry's Go-To Capital Planning Solution

One of the smartest decisions you can make as a portfolio manager is to understand the true cost of your buildings — not just today, but decades into the future. As a real property asset management and compliance software, AkitaBox is designed to help you accomplish this goal with ease.

As a long-term condition assessment and capital planning solution, AkitaBox empowers real estate professionals to make data-driven decisions about their properties and ensure budgeting needs stay in line with projections. Take the guesswork out of capital planning and harness your building's data for an accurate picture of property sustainment costs. To learn more, visit [AkitaBox.com](https://www.akitabox.com).

