

Building inspection report template

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Inspection checklist

☐ Structural elements: foundations, load-bearing walls, beams, columns	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Roof condition: tiles, flashing, gutters, drainage	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ External walls: cladding, render, brick condition, cracking	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Windows and doors: seals, frames, glazing, hardware	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Internal finishes: walls, ceilings, flooring condition	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Moisture and damp: rising damp, condensation, water staining	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Electrical and plumbing: visible condition, access panels	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Site safety: temporary works, access routes, PPE compliance	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____