



Facilities Multi-Site Walkthrough

Consistent FM walkthrough across buildings: arrival, common areas, plant/life safety, tenant interface, and close-out.

PORTFOLIO / CLIENT

BUILDING / SITE

FLOOR / ZONE

INSPECTOR

DATE

ACCOMPANYING TECH / CONTRACTOR

1. Arrival & setup

- ☐ Signed in / reception or security notified
- ☐ Access / permit arrangements confirmed
- ☐ Previous open actions reviewed
- ☐ Safety briefing completed for plant areas

OPEN ACTIONS CARRIED FORWARD

2. Common areas & vertical transport

Lobbies, corridors, and stairs clean and clear	☐ Pass	☐ Fail	☐ N/A
Lifts / escalators operating; defects logged	☐ Pass	☐ Fail	☐ N/A
Lighting and emergency lighting functional on spot check	☐ Pass	☐ Fail	☐ N/A
Washrooms hygienic, stocked, no leaks	☐ Pass	☐ Fail	☐ N/A
Wayfinding and safety signage visible	☐ Pass	☐ Fail	☐ N/A
Waste / recycling points not overflowing	☐ Pass	☐ Fail	☐ N/A

3. Plant, life safety & fabric

HVAC plant rooms tidy; no abnormal noise or leaks	☐ Pass	☐ Fail	☐ N/A
Fire panel status normal / known isolations logged	☐ Pass	☐ Fail	☐ N/A
Extinguishers accessible and visually in date	☐ Pass	☐ Fail	☐ N/A
Roof / external doors secured as expected	☐ Pass	☐ Fail	☐ N/A
Water leak indicators / bunds checked	☐ Pass	☐ Fail	☐ N/A
Fabric damage, damp, or trip hazards noted	☐ Pass	☐ Fail	☐ N/A

PLANT / FABRIC COMMENTS + PHOTO REFS

4. Tenant interface & close-out

Occupied areas checked with minimal disruption

☐ Pass☐ Fail☐ N/A

Helpdesk tickets verified on site where listed

☐ Pass☐ Fail☐ N/A

SLA-critical spaces prioritised (e.g. server / clinical)

☐ Pass☐ Fail☐ N/A

Walk coverage

☐ Full planned zones☐ Partial — see notes

PRIORITY DEFECTS / CLIENT NOTIFICATIONS

NEXT SCHEDULED WALK

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY

DATE / TIME

SIGNATURE

REVIEWED / APPROVED BY