

Site walkthrough

A record of visible conditions and the next steps that matter.

Site / building

Date / prepared by

01 / VISUAL CHECKS

- ☐ Visible damage or maintenance concerns
- ☐ Lighting and comfort concerns
- ☐ Access routes and common areas
- ☐ Equipment labels visible from a safe location
- ☐ Restrooms and shared-space concerns
- ☐ Photos, locations, and access notes recorded

02 / FINDINGS AND EXACT LOCATIONS

03 / FOLLOW-UP AND RESPONSIBLE PERSON

Visual observations only. This worksheet is not a professional inspection or compliance certification. Do not enter unsafe areas or open equipment to complete it.