

Commercial property inspection checklist

Version 1. Written from CCPIA's International Standards of Practice for Inspecting Commercial Properties (ComSOP). Use it for commercial properties only.

Property and inspection

Property name	
Property address	
Inspection date	
Client	
Inspection firm and inspector	
Buildings covered	
Total pages in the report	

Documents and interviews

Review the documents the client and owner provide. Note each one you used, and any you asked for and did not get.

Documents reviewed	☐ Building plans ☐ Permits and certificates of occupancy ☐ Maintenance and service records ☐ Previous inspection reports ☐ Life-safety records ☐ Warranties ☐ Repair estimates and invoices
Other documents, and any missing	
Person interviewed, and what they knew	

Walk-through survey

Survey each area that is readily accessible and visible. Mark each area Nothing noted, Observation noted or Not inspected, and say where. Give the reason for any area not inspected under Areas not inspected.

Roof	☐ Nothing noted ☐ Observation noted ☐ Not inspected
Where and what was seen	
Exterior	☐ Nothing noted ☐ Observation noted ☐ Not inspected

Where and what was seen

Wood decks and balconies

☐ Nothing noted ☐ Observation noted ☐ Not inspected

Where and what was seen

**Basement, foundation and
crawlspce**

☐ Nothing noted ☐ Observation noted ☐ Not inspected

Where and what was seen

Heating and ventilation

☐ Nothing noted ☐ Observation noted ☐ Not inspected

Where and what was seen

Cooling

☐ Nothing noted ☐ Observation noted ☐ Not inspected

Where and what was seen

Plumbing

☐ Nothing noted ☐ Observation noted ☐ Not inspected

Where and what was seen

Electrical

☐ Nothing noted ☐ Observation noted ☐ Not inspected

Where and what was seen

Fireplaces

☐ Nothing noted ☐ Observation noted ☐ Not inspected

Where and what was seen

Attic ventilation and insulation

☐ Nothing noted ☐ Observation noted ☐ Not inspected

Where and what was seen

Doors, windows and interior

☐ Nothing noted ☐ Observation noted ☐ Not inspected

Where and what was seen

Life safety

☐ Nothing noted ☐ Observation noted ☐ Not inspected

Where and what was seen

Cooking area

☐ Nothing noted ☐ Observation noted ☐ Not inspected

Where and what was seen

Areas not inspected, and why

**Systems shut down or not
operating, and your opinion of
them**

Limits and signature

The inspection is not technically exhaustive and does not find concealed defects. It does not determine value, insurability, marketability, life expectancy or suitability for use. It does not include the presence of mold, pests or airborne hazards. Repair cost estimates are not part of it.

Inspector signature

Date signed