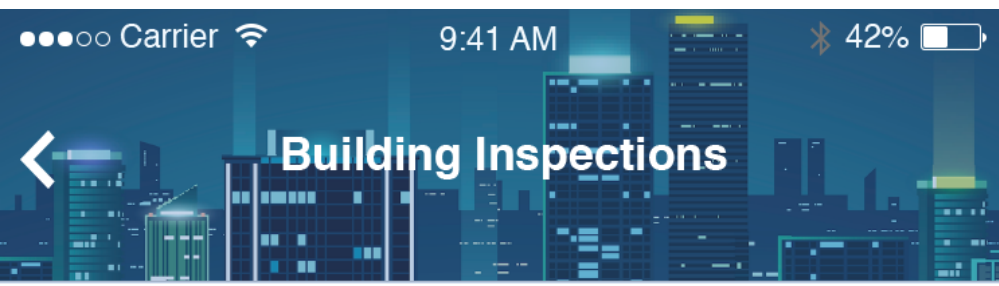


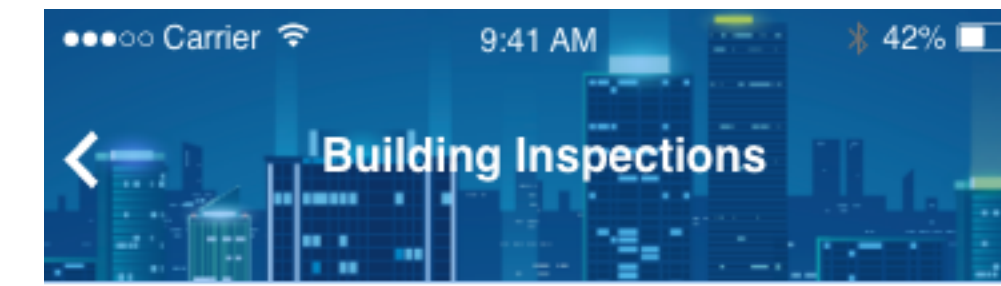
1 Compile the Inspection List



INSPECTION LIST			
Unit	Floor	Task	
20	3	Check smoke detectors	
32	2	Clean HVAC Filter	
10	9	Check individual A/C units of the whole floor	
120	1	Oil roller gates	
202	10	Test elevator doors	
219	12	Fix roof leakage	
302	11	Check corridor lights	
170	11	Check fire exits	



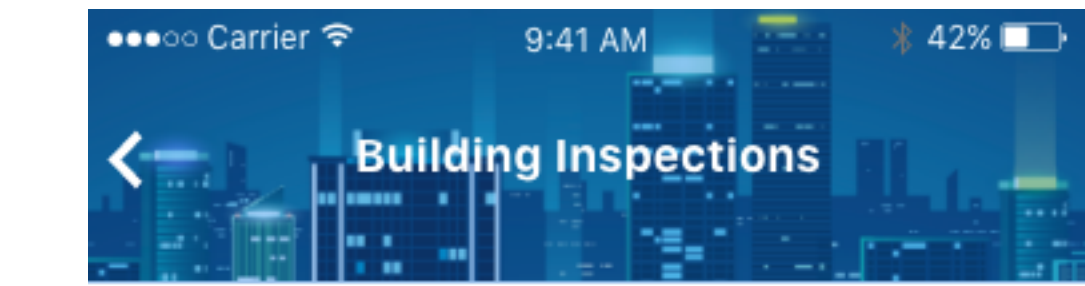
2 Assign it (Optional)



ASSIGN TO

Micheal Snow
Matt McDonald

3 Track When Completed



INSPECTION LIST			
Unit	Floor	Task	Verified
20	3	Check smoke detectors	✓ 09.30AM
32	2	Clean HVAC Filter	✓ 10.14AM
10	9	Check individual A/C units of the whole floor	✓ 01.00PM
120	1	Oil roller gates	✓ 02.45PM
202	10	Test elevator doors	✓ 03.15PM
219	12	Fix roof leakage	✓ 04.00PM
302	11	Check corridor lights	✓ 05.15PM
170	11	Check fire exits	✓ 06.00PM



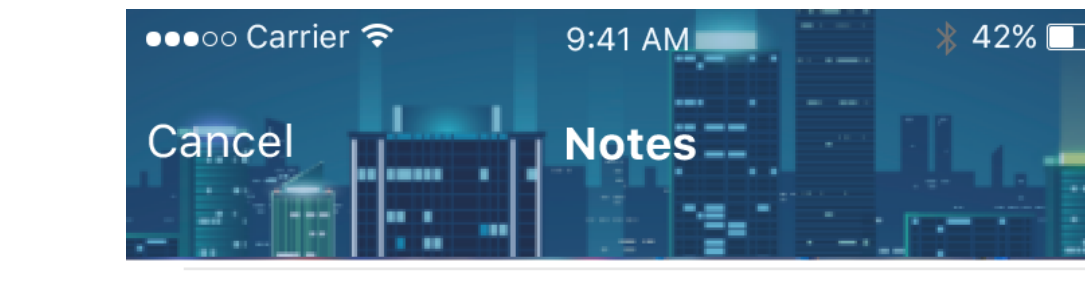
4 Keep Track of Condition



INSPECTION LIST		
	Verified	Condition
ck smoke detectors	✓ 9.30AM	5 /10
in HVAC Filter	✓ 10.14AM	5 /10
ck individual A/C units of the le floor	✓ 1.00PM	3 /10
oller gates	✓ 2.45PM	7 /10
:levator doors	✓ 3.15PM	9 /10
roof leakage	✓ 4.00PM	/10
ck corridor lights	✓ 5.15PM	8 /10
ck fire exits	✓ 6.00PM	/10



5 Add Notes When Needed



I couldn't clean the unit because it's broken
by John Doe Dec 21, 2016



by John Doe Dec 21, 2016

Enter a note

