Facility Condition Assessment (FCA) Master Walkthrough Checklist

1.0 Form Objective & Asset Scope

This Facility Condition Assessment (FCA) Master Walkthrough Checklist is designed to systematically evaluate the physical condition of all major building systems and components within an industrial or commercial facility. The objective is to identify existing deficiencies, assess remaining useful life, and prioritize capital repairs or replacements to maintain operational reliability, safety, and compliance with Canadian building codes and standards.

The scope of this assessment covers structural elements, building envelope, mechanical systems (HVAC, plumbing, fire protection), electrical systems, interior finishes, and site infrastructure. This log serves as the primary data collection tool for generating a Facility Condition Index (FCI) and supporting capital planning decisions.

2.0 Administrative & Asset Details

Date of Assessment: ____________________

Assessor Name(s): ____________________

Facility Name / Building ID: ____________________

Facility Address: ____________________

Total Building Area (sq. ft.): ____________________

Year of Construction: ____________________

Weather Conditions During Walkthrough: ____________________

Assessment Type (e.g., Annual, Pre-Purchase, Capital Planning): ____________________

3.0 Inspection / Parameter Checklist

☐ Pass ☐ Fail - Inspect roof membrane for blisters, punctures, ponding water, or visible deterioration.

☐ Pass ☐ Fail - Examine exterior walls and cladding for cracks, spalling, moisture intrusion, or sealant failure.

☐ Pass ☐ Fail - Check foundation walls and slabs for settlement cracks, efflorescence, or water penetration.

☐ Pass ☐ Fail - Assess HVAC rooftop units and air handlers for corrosion, refrigerant leaks, and filter condition.

☐ Pass ☐ Fail - Verify plumbing systems (pipes, fixtures, water heaters) for leaks, corrosion, or inadequate pressure.

☐ Pass ☐ Fail - Inspect fire protection systems (sprinklers, standpipes, extinguishers) for obstructions, damage, or expired tags.

☐ Pass ☐ Fail - Evaluate electrical panels, switchgear, and distribution boards for signs of overheating, corrosion, or outdated components.

☐ Pass ☐ Fail - Review interior finishes (flooring, walls, ceilings) for water stains, mold, or physical damage.

☐ Pass ☐ Fail - Check site drainage, parking lots, and walkways for cracks, potholes, or standing water.

☐ Pass ☐ Fail - Inspect emergency lighting and exit signs for functionality and compliance with local codes.

☐ Pass ☐ Fail - Assess elevator or lift equipment for operational condition, cab finishes, and safety device functionality.

☐ Pass ☐ Fail - Review building automation system (BAS) for proper control of HVAC, lighting, and energy management.

4.0 Deficiencies & Work Order Generation

Deficiency Description (include location and system affected): ____

Severity Rating (1 - Minor, 2 - Moderate, 3 - Critical): ____

Estimated Remaining Useful Life (years): ____

Recommended Repair or Replacement Action: ____

Estimated Cost of Repair/Replacement ($ CAD): ____

Priority Level (Immediate, Short-term, Long-term): ____

Work Order Reference Number (if generated): ____

Photo or Attachment Reference: ____

5.0 Sign-off & Return to Operations

Lead Assessor Signature: __________________________ Date: ____________

Facility Manager Review Signature: __________________________ Date: ____________

Date of Review: __________________________ Date: ____________

Next Scheduled FCA Date: __________________________ Date: ____________