

Property Site Inspection Checklist

For commercial, industrial and specialised property inspections.

Complete this checklist during your site inspection, alongside your own notes and photographic record. It is designed to prompt consistent, structured observations across every visit — it does not replace professional judgement, the specific requirements of your instruction, or the standards of your registering body.

Educational tool only. Provided for illustrative and learning purposes and does not constitute professional, legal or valuation advice. Apply your own professional judgement.

24. Treatment captured (captured statistically), in the app.

2. Site & External Assessment

Boundaries correspond to title/diagram

☐ Yes ☐ No ☐ N-A

Vehicular and pedestrian access condition

Topography / gradient notes

Estimated site coverage / bulk (%)

Number of on-site parking bays observed

Landscaping and external areas condition

Boundary walls / fencing / security condition

Visible encroachments or servitudes observed

☐ Yes ☐ No ☐ N-A

Encroachment / servitude notes

Site / boundary photographs (photo — attach separately)

Not applicable on the printed form — available once this checklist becomes the VDH mobile app.

Additional Notes & Measurement Sketches

3. Building Exterior & Structure

Roof condition (covering, gutters, flashing)

External walls / cladding condition

Visible signs of structural movement / cracking

☐ Yes ☐ No ☐ N-A

Structural observation notes

Visible signs of damp or water ingress

☐ Yes ☐ No ☐ N-A

External windows and doors condition

External paintwork / finishes condition

Exterior elevation photographs (all sides) (photo — attach separately)

Not applicable on the printed form — available once this checklist becomes the VDH mobile app.

Additional Notes & Measurement Sketches

4. Building Services (M&E)

Electrical installation — general condition

Electrical Certificate of Compliance available

☐ Yes ☐ No ☐ N-A

Plumbing / water reticulation condition

Water storage / backup supply present

☐ Yes ☐ No ☐ N-A

Sewerage type

HVAC / air-conditioning condition

Fire protection (extinguishers, hose reels, sprinklers) present

☐ Yes ☐ No ☐ N-A

Lifts / escalators present and operational

☐ Yes ☐ No ☐ N-A

Backup power (generator / inverter / solar) present

☐ Yes ☐ No ☐ N-A

Additional services notes

Additional Notes & Measurement Sketches

5. Internal Condition

Floor finishes condition

Internal wall finishes condition

Ceiling condition

Internal layout matches approved plans

☐ Yes ☐ No ☐ N-A

Gross Lettable / Floor Area as inspected (sqm)

Fixtures and fittings condition

Ablution facilities condition and adequacy

Additional internal notes

Internal room / area photographs (photo — attach separately)

Not applicable on the printed form — available once this checklist becomes the VDH mobile app.

Additional Notes & Measurement Sketches

6. Compliance & Legal

Occupancy certificate available

☐ Yes ☐ No ☐ N-A

Land use / zoning matches actual use

☐ Yes ☐ No ☐ N-A

Zoning / land use notes

Approved building plans match as-built structure

☐ Yes ☐ No ☐ N-A

Unapproved structures / alterations observed

☐ Yes ☐ No ☐ N-A

Fire compliance certificate available

☐ Yes ☐ No ☐ N-A

Environmental authorisation required / available

☐ Yes ☐ No ☐ N-A

Additional compliance notes

Additional Notes & Measurement Sketches

11/11/2019

Visible flood risk / proximity to watercourse

- ☐ Yes ☐ No ☐ N-A

Signs of possible ground or soil contamination

- ☐ Yes ☐ No ☐ N-A

Informal settlement / land invasion risk nearby

- ☐ Yes ☐ No ☐ N-A

Nuisance factors observed (noise, odour, traffic)

Additional environmental / risk notes

Additional Notes & Measurement Sketches

☐ Yes

☐ No

☐ N-A

☐ Yes ☐ No ☐ N-A

(sign by hand once printed, or type full name)