

Annual Unit Inspection Report

Standardized in-unit condition inspections with photographic documentation, prioritized deficiency reporting, and building-wide summary.

SAMPLE REPORT · FICTIONAL DATA

PROPERTY

Maple Grove Housing Co-operative

ADDRESS

100 Sample Street, Toronto, ON

UNITS IN SCOPE

48 residential units

INSPECTION PERIOD

March 3 – March 7

REPORT ISSUED

March 12

PREPARED BY

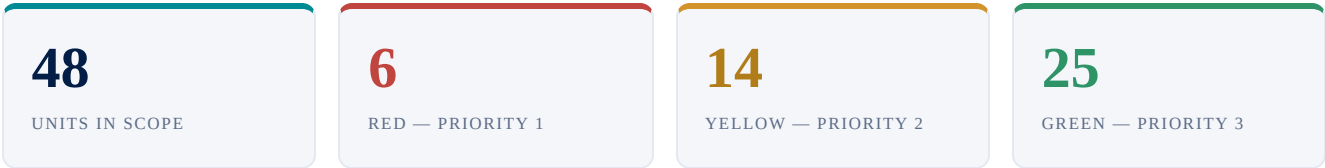
Turnit Inspect

Every Unit Checked. Every Risk Documented.

SECTION 1

Building-wide summary.

48 units were scheduled for inspection. 45 units were inspected and documented; 3 units could not be accessed and are tracked in Section 3 for re-scheduling.



PRIORITY 1 — REQUIRES ACTION

UNIT	PRIMARY FINDING	DETAIL	CLASSIFICATION
104	Active water leak	Under-sink supply line seeping; cabinet base swollen	RED · P1
212	Moisture / suspected mould	Staining at bathroom ceiling perimeter; elevated moisture	RED · P1
305	Smoke alarm inoperable	No response on test; unit did not sound	RED · P1
318	Water damage — ceiling	Active staining spreading from unit above	RED · P1
402	Damaged balcony door	Door does not latch; security and weather concern	RED · P1
407	Exposed wiring	Open junction at hallway ceiling fixture	RED · P1

Recommended action: Priority 1 findings represent active or imminent risk to the building or residents and are recommended for immediate scheduling. Priority 2 findings (14 units) are itemized in the full deficiency schedule and can be planned into upcoming maintenance cycles.

SECTION 2

Unit-by-unit detail.

Each inspected unit receives its own record: date and access status, photographic documentation, itemized findings, and a priority classification.

UNIT 104 · 1 Bed

Inspected March 4 · Access: granted
Inspector ID: T-114 · Occupied

PHOTO 104-01

Kitchen — under sink. Supply line connection seeping; cabinet base swollen and discoloured.

PHOTO 104-02

Kitchen — cabinet floor. Standing moisture and separation of particleboard at base.

PHOTO 104-03

Bathroom — caulking. Failed seal at tub surround; minor gap along back wall.

PHOTO 104-04

Living room — wall. Surface scuffing and two small drywall punctures noted.

- Active water leak — kitchen supply line**
Ongoing seepage at the under-sink connection with visible swelling of the cabinet base. Risk of concealed moisture spreading to subfloor and the unit below.

RED · P1

- Failed caulking — tub surround**
Seal has separated along the back wall. Recommend re-caulking to prevent water migration behind the surround.

YELLOW · P2

- Drywall damage — living room**
Two small punctures and general scuffing. Cosmetic; recommend patching at next turnover or scheduled maintenance.

YELLOW · P2

- Smoke & CO alarms — tested**
Both devices tested and responded correctly. Within service date.

GREEN

Unit 104 classification: Red · Priority 1. A unit is classified by its most severe finding. Remaining Priority 2 items are listed for planning and do not require immediate action.

SECTION 3

Missed-access tracking.

Units that could not be inspected are logged with the reason and attempt history, so nothing quietly falls off the schedule.

UNIT	ATTEMPTS	REASON	STATUS
209	2 — Mar 4, Mar 6	No answer; notice left on both attempts	RE-SCHEDULE
311	2 — Mar 5, Mar 7	Resident requested alternate date	RE-SCHEDULE
415	1 — Mar 7	Access refused at door	REFER TO OFFICE

SECTION 4

Classification method.

Every finding is classified so your team knows what to act on first, and your board can see risk at a glance.

RED · PRIORITY 1

Act now

Active or imminent risk — leaks, safety issues, or conditions that escalate quickly if left.

YELLOW · PRIORITY 2

Plan & monitor

Needs attention but can be scheduled into upcoming maintenance cycles.

GREEN · PRIORITY 3

Good condition

No significant deficiencies. Documented for records and future comparison.

NEXT STEPS

What happens after this report.

- 1 · Review & prioritize

Work from the Priority 1 list first; Priority 2 items feed your maintenance and capital planning.
- 2 · Re-schedule missed units

We coordinate return visits for the units logged in Section 3.
- 3 · Optional follow-up verification

Re-inspection to confirm deficiencies were corrected and formally closed out.

This is a sample report. All buildings, units, findings, and dates shown are fictional and for illustration only. Turnit Inspect · (416) 995-4937 · turnit.ca