

Scheduled Inspection Details

[Control Panel](#) > [Work Order](#) > [Property Inspections](#) > [Scheduled](#)

Click on the Inspection name.

Scheduled List

Property: [Dropdown] [New Inspection Schedule]

Scheduled

| Template Name | Issue Date | Expected G... | Frequency | Outstanding | Property | Building | Assigned To |
|--------------------------------------|--------------------|----------------|-----------|-------------|----------|----------|-------------|
| Monthly Property Inspection - Master | Jun 5, 2017, 12... | Jun 12, 201... | Monthly | 1 | | | |

The inspection details screen will display. To review the status of an inspection and update or complete inspections tasks click on **Inspection** tab.

Scheduled List

Go Back Cancel Inspection Schedule

Schedule Information

Template Name: Monthly Property Inspection - Master
Estimated Time: 4hr 0m
Response Type: 4-Point Scale
Response: 4 Excellent
Definition: 3 Good
2 Fair
1 Poor
Requires Correction: If response of 1 is selected

Location Details

Tasks **Inspection**

General Inspection Note

Monthly inspection

Section #1: Basic Property Information

Task Line

- 1.1 Property Name
- 1.2 Street Address
- 1.3 City, St, Zip Code
- 1.4 Real Estate Manager
- 1.5 REM Phone Number
- 1.6 Chief or Lead Engineer

Double click on an inspection.

Scheduled List

Go Back Cancel Inspection Schedule

Schedule Information

Template Name: Monthly Property Inspection - Master
Estimated Time: 4hr 0m
Response Type: 4-Point Scale
Response: 4 Excellent
Definition: 3 Good
2 Fair
1 Poor
Requires Correction: If response of 1 is selected

Location Details

Tasks **Inspection**

Assigned Inspections

| Issue Date | To | As... | Last Event | Inspection Result |
|-----------------------|-------|-------|------------|-------------------|
| May 4, 2017, 12:45 pm | Mo... | Gl... | Assigned | 0% |

Go to **Inspection** tab.

Scheduled List

Go Back Assign Complete Cancel

Inspection Information

Inspection: Monthly Property Inspection - Master
Schedule: Master
Estimated Time: 4hr 0m

Inspection Results

Inspection Result: 0%
Requires Correction: 0
Corrective Work Order: 0
Inspection Tasks Completed: 0/186

Workflow **Inspection**

Assigned To: [Dropdown]
Expected Completion Date: May 11, 2017 - 12:45 pm

History

Time Taken

| Date | Event | Employee | Time Taken | Updated By |
|-------------------|----------|------------|------------|------------|
| May 4, 2017, 1... | Assigned | Glen Viren | 0 hr 0 min | |
| May 4, 2017, 1... | Open | | 0 hr 0 min | |

If the section has already been partially filled in, tasks are colored in red or green. You can click a task to updating from a specific point in the section.

Scheduled List

Workflow Inspection

General Inspection Note

Please include a photo for any task that fails inspection

1 2 3 4

Section #1: Hallways

Task Line

| Task Line | |
|-----------|-------------------------|
| 3 | 1.1 General cleanliness |
| 2 | 1.2 Floors (carpeting) |
| 1 | 1.3 Baseboard trim |
| | 1.4 Walls |

Section #2: **Utility closet**

Task Line

- The **Response** dropdown is used to mark the inspection item using the point scale.
- Enter any additional notes concerning the inspection task in the **Description** field.
- If you would like to attach a file, click on **Browse**.
- You can use **Next** and **Previous** buttons to switch between tasks in the section.
- Click **Save and Close** when you are finished making updates to the section.

Update Inspection Results

Section #1: **Hallways**

1.1 General Cleanliness

Response: 1.

Requires Correction: ☒ (Corrective Work Order: 10971876)

Description: Hallways do not appear to have been cleaned recently.

Attachment: Browse...

Previous Next Save and Close Cancel