

Facility \_\_\_\_\_

Building Number \_\_\_\_\_

Contractor and Incumbent will conduct a walk-thru of the building and confirm/note condition of building systems. Attach any additional notes to this form. Upon completion representatives will sign this form.

Security Systems – doors, locks, alarms, windows

Electrical – service equipment, subpanels, disconnect

Plumbing – piping, fixtures, disconnect

HVAC – equipment, ducting, controls

Fixtures – restroom, kitchen, laboratory

Finishes – flooring, walls, ceilings

Furnishings -

Other Systems or special equipment



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Incumbent Representative signature

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Contractor Representative signature