

## ESC INSPECTION REPORT TEMPLATE

Date: \_\_\_\_\_ Weather/Time: \_\_\_\_\_

Project Site: \_\_\_\_\_ Reason for Visit: \_\_\_\_\_

Inspector Name: \_\_\_\_\_

Recipients:

*List of report recipients and e-mail*

### ACTION ITEMS:

Item Number	Location	Description	Date	Completion Date	Weeks Recurring

*a table listing active/ongoing maintenance, repair and replacement requirements can be used to summarize a detailed report. This can provide quick reference "Checklist/To Do" for the contractor.*

Detailed ESC Report to Follow:

Item #:

*Clear and concise description of what should be done...action item including a representative date stamped photo of the concern.*

*This should be done for each item every inspection.*

*MAP – attach a site plan/drawing and note the action items (new and recurring) that appear on the corresponding inspection report to ensure locations of corrective/actions items are clear. This is particularly useful for large projects.*

Signature\_\_\_\_\_

Date\_\_\_\_\_