ACTIVEMAP / FILLED EXAMPLE

Facility survey report and defect register

Illustrative demonstration data. A form example, not an actual job record or an app export.

Report / visit date	FS-020 / 20 Oct 2026
Site / inspected area	Demo building A-07 / Entrance and room 12
Surveyor / checklist	Demo surveyor A / Building checklist BC-01

01 / WORK RECORD AND OBSERVATIONS

Element / location	Observation	Evidence / next action
Room 12 / wall finish	Local finish damage	P01 / Record dimensions and review repair
Entrance / threshold	Worn edge	P02 / Assign inspection of the affected area
Roof access / door	Check completed	P03 / No further action recorded

02 / EVIDENCE AND FOLLOW-UP

Recorded measurement	Wall finish affected area: 0.4 x 0.3 m, entered by the surveyor.
Action / owner / deadline	Review the recorded defects and agree repairs / Demo facility team / 23 Oct 2026.
Review / photo references	Review pending / P01 defect, P02 threshold, P03 context. Photo references are illustrative.

03 / SIGN-OFF

Surveyor / prepared by	Responsible reviewer
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

The specialist records observations and assessments under the agreed survey procedure. Link further investigation or corrective work to the original finding.

ACTIVEMAP / BLANK TEMPLATE

Facility survey report and defect register

Adapt the fields and review process to your organisation.

Report / visit date	
Site / inspected area	
Surveyor / checklist	

01 / WORK RECORD AND OBSERVATIONS

Element / location	Observation	Evidence / next action

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