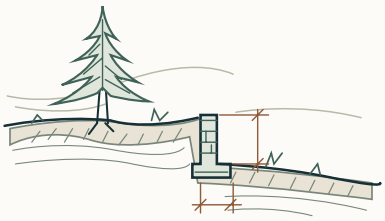
FIELD OPERATIONS / BLANK TEMPLATE

Home-watch and visual inspection log



Record a scheduled visual check of a vacant or occupied property.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Describe what you could see from agreed access points. Identify areas you could not inspect and route technical concerns to the appropriate specialist.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Arrival and departure times *

Accessible exterior and entry points *
Completed / Partly completed / Deferred / Outside this visit’s scope

Authorized interior observation points *
Completed / Partly completed / Deferred / Outside this visit’s scope

Visible changes since the last visit *
Name the exact location of signs such as pooling water, a damaged latch or unexpected entry.

Areas not viewed and why *

Record any restrictions, or enter “None”.

Follow-up *

No exception observed / Owner or manager notified / Urgent issue escalated directly / Specialist assessment requested

Notification reference or next check

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date