



Sample Monthly Inspection Report

Month covered: 2026-07



ORGANIZATION

Northwood Private Academy — Fictional Sample Organization

42 Cedarview Lane, Milton, ON L9T 0A1

Record reference: 11111111

RECORD DETAILS

Month: 2026-07

Performed by: Alex Morgan, Facilities Coordinator

Submitted: July 31, 2026 at 12:20 PM

ATTENTION REQUIRED

Failures or open deficiencies were recorded. Review the register and follow-up notes.

INSPECTION SUMMARY

Items/Locations Inspected	Passed	Failed	Open Deficiencies
12	10	2	2

Completed Checks: 12 of 12	Passed Items: 10 of 12	Inspection Completion: 100%
Photo Attachments: 2	Incomplete Items: 0	

INSPECTION RESULTS

Location	Device	Result	Key Checks	Notes	Photo Yes/No
Gymnasium – West Exit	Emergency Light	FAIL	Pilot: PASS; Battery: FAIL; Functional: FAIL	Battery unit requires service. Area remained accessible and the issue was referred for corrective work.	Yes
Main Academic Building – East Stairwell	Emergency + Exit	FAIL	Illuminated: FAIL; Visible: PASS	Intermittent illumination observed. Facilities work order NPA-2026-071 opened for electrical assessment.	Yes
Early Learning Wing – South Exit	Emergency + Exit	PASS	Pilot: PASS; Battery: PASS; Functional: PASS; Illuminated: PASS; Visible: PASS	South exit sign illuminated and legible.	No
Early Learning Wing – South Exit	Emergency + Exit	PASS	Pilot: PASS; Battery: PASS; Functional: PASS; Illuminated: PASS; Visible: PASS	Emergency lighting unit activated during functional check.	No

Location	Device	Result	Key Checks	Notes	Photo Yes/No
Early Learning Wing – South Exit	Emergency + Exit	PASS	Pilot: PASS; Battery: PASS; Functional: PASS; Illuminated: PASS; Visible: PASS	Exit route clear and device labels visible.	No
Early Learning Wing – South Exit	Emergency + Exit	PASS	Pilot: PASS; Battery: PASS; Functional: PASS; Illuminated: PASS; Visible: PASS	Doorway and sign sightline remained unobstructed.	No
Gymnasium – West Exit	Emergency Light	PASS	Pilot: PASS; Battery: PASS; Functional: PASS	Emergency lighting head illuminated during activation test.	No
Gymnasium – West Exit	Emergency Light	PASS	Pilot: PASS; Battery: PASS; Functional: PASS	Battery indicator appeared normal at time of check.	No
Main Academic Building – East Stairwell	Emergency + Exit	PASS	Pilot: PASS; Battery: PASS; Functional: PASS; Illuminated: PASS; Visible: PASS	Exit sign visible and emergency lighting functioned during the monthly check.	No
Main Academic Building – East Stairwell	Emergency + Exit	PASS	Pilot: PASS; Battery: PASS; Functional: PASS; Illuminated: PASS; Visible: PASS	Stairwell route clear and fixtures visually intact.	No
Main Academic Building – East Stairwell	Emergency + Exit	PASS	Pilot: PASS; Battery: PASS; Functional: PASS; Illuminated: PASS; Visible: PASS	Battery indicator and fixture condition acceptable.	No
Main Academic Building – East Stairwell	Emergency + Exit	PASS	Pilot: PASS; Battery: PASS; Functional: PASS; Illuminated: PASS; Visible: PASS	No physical damage observed on fixture housing.	No

Fire Safety Logbook - Sample Monthly Inspection Report

This tool supports recordkeeping. It does not certify compliance. This fictional sample demonstrates Fire Logbook's recordkeeping features and does not replace inspections, professional advice, or directions from the authority having jurisdiction.



Deficiency Register & Record Sign-Off

Record reference: 11111111

FAILURE DETAILS

Items marked FAIL indicate a recorded issue that may require follow-up action.

Gymnasium – West Exit - Emergency Light

Failed checks:

- Battery condition
- Functional test

Notes: Battery unit requires service. Area remained accessible and the issue was referred for corrective work.

Deficiencies:

- DEF-2026-07-02 (Open)

Created: July 31, 2026

Corrective action: Battery unit service requested for the gymnasium west exit fixture.



Photo 1 — Gymnasium – West Exit — Emergency Light — 2026-07

Main Academic Building – East Stairwell - Emergency + Exit

Failed checks:

- Illuminated while occupied

Notes: Intermittent illumination observed. Facilities work order NPA-2026-071 opened for electrical assessment.

Deficiencies:

- DEF-2026-07-01 (Open)

Created: July 31, 2026

Corrective action: Electrical assessment requested under work order NPA-2026-071.



Photo 2 — Main Academic Building – East Stairwell — Emergency + Exit — 2026-07

DEFICIENCY REGISTER

Deficiencies listed below were recorded in connection with this month's inspection items.

Deficiency ID	Category/Device	Source/Location	Status	Created	Corrective Action	Verified
DEF-2026-07-01	Emergency + Exit	Main Academic Building – East Stairwell	Open	July 31, 2026	Electrical assessment requested under work order NPA-2026-071.	—

Deficiency ID	Category/Device	Source/Location	Status	Created	Corrective Action	Verified
DEF-2026-07-02	Emergency Light	Gymnasium – West Exit	Open	July 31, 2026	Battery unit service requested for the gymnasium west exit fixture.	—

Fire Safety Plan Record

Fire Safety Plan: —

Record Sign-off

Performed by: Alex Morgan, Facilities Coordinator

Performed on: July 31, 2026

Generated on: August 12, 2026 at 11:28 PM

Record reference: 11111111

Contact email: facilities@northwood.example

Submitted by: Alex Morgan, Facilities Coordinator

Submitted on: July 31, 2026 at 12:20 PM

Generated by: Alex Morgan, Facilities Coordinator

Fire Safety Plan: —

Detailed contact: Alex Morgan, Facilities Coordinator

This monthly inspection record reflects information entered into the Fire Safety Logbook application. Corrections after submission should be made by voiding and re-submitting the monthly record.