End-of-Lease Self-Assessment Checklist

Property Address: _____ Date of Inspection: _____

Instructions: Use this checklist to conduct a preliminary walk-through of your commercial property before your lease ends. It will help you spot potential issues that a landlord's surveyor might include in a Schedule of Dilapidations. For each item, check its condition and make notes. This is a general guide; your specific obligations will be detailed in your lease.

Area/Item	**Condition**	**Notes** (e.g., "Scuff marks on west wall," "Carpet stain near entrance")	**Action Needed**
1. Interior Decorative Finishes	Good / Fair / Poor		**Yes / No**
Painted Walls & Ceilings	☐ ☐ ☐		☐ ☐
Wallpaper	☐ ☐ ☐		☐ ☐
Skirting Boards & Woodwork	☐ ☐ ☐		☐ ☐
Floor Coverings (Carpets)	☐ ☐ ☐		☐ ☐
Floor Coverings (Hard Floors)	☐ ☐ ☐		☐ ☐
2. Fixtures & Fittings	Good / Fair / Poor		**Yes / No**
Doors & Door Frames	☐ ☐ ☐		☐ ☐
Door Handles, Locks & Closers	☐ ☐ ☐		☐ ☐
Windows & Window Frames	☐ ☐ ☐		☐ ☐
Window Locks & Handles	☐ ☐ ☐		☐ ☐
Kitchenette/Tea Point Units	☐ ☐ ☐		☐ ☐
Taps & Sinks	☐ ☐ ☐		☐ ☐
Toilets & Sanitaryware	☐ ☐ ☐		☐ ☐
Light Fittings & Switches	☐ ☐ ☐		☐ ☐

Don't face a claim alone. Contact Focus Consulting today.

www.focuscs.co.uk | 01273 723344 | brighton@focuscs.co.uk

Area/Item	Condition	Notes (e.g., "Scuff marks on west wall," "Carpet stain near entrance")	Action Needed
3. Mechanical & Electrical	Good / Fair / Poor		**Yes / No**
Heating System (Functioning?)	☐ ☐ ☐		☐ ☐
Air Conditioning (Functioning?)	☐ ☐ ☐		☐ ☐
Ventilation/Extraction Systems	☐ ☐ ☐		☐ ☐
Fire Alarm & Smoke Detectors	☐ ☐ ☐		☐ ☐
Emergency Lighting	☐ ☐ ☐		☐ ☐

4. Structural & External (As applicable per lease)		**Yes / No**
Ceilings & Suspended Ceilings	☐ ☐ ☐	☐ ☐
Internal Walls & Partitions	☐ ☐ ☐	☐ ☐
Any signs of leaks or water damage?	☐ ☐ ☐	☐ ☐
Roof (Visible areas)	☐ ☐ ☐	☐ ☐
Gutters & Downpipes (Visible areas)	☐ ☐ ☐	☐ ☐

5. Reinstatement of Alterations	**Yes / No**
Have all tenant-installed partitions been removed (if required)?	☐ ☐
Have all non-standard data/power points been removed?	☐ ☐
Have original light fittings been reinstated?	☐ ☐
Are there any other alterations to be removed as per the lease?	☐ ☐

6. Statutory Compliance	**Yes / No**
Are all necessary fire safety certificates in place?	☐ ☐
Is electrical safety testing up to date?	☐ ☐
Is gas safety testing up to date (if applicable)?	☐ ☐

Disclaimer: This checklist is a guide for preliminary assessment only and does not constitute professional surveying advice. The tenant's full repairing and reinstatement obligations are detailed in their lease. For a formal assessment and to respond to a Schedule of Dilapidations, you must seek professional advice.

Don't face a claim alone. Contact Focus Consulting today.

www.focuscs.co.uk | 01273 723344 | brighton@focuscs.co.uk