

ILLUSTRATIVE DEMO

ALDER POINT OFFICE CENTER

BUILDING CONDITION WALKTHROUGH

Sep 23, 2026 - 9:00 AM-9:28 AM

ALDER POINT OFFICE CENTER

Building condition walkthrough

EXECUTIVE SUMMARY

A morning walkthrough of the lobby, entrance vestibule, shared kitchenette, service corridor, and second-floor meeting areas documented six observations. The reception and elevator approach were orderly, with clear walking routes and no loose items visible on the floor. Five maintenance follow-ups were identified: a curled entrance mat, a stained ceiling tile, a localized leak beneath the kitchenette sink, loose meeting-room cabling, and temporary storage narrowing the rear corridor.

The mat, cable, and corridor storage should be addressed during the next facilities round to restore clear walking paths. The sink requires a plumbing check and a follow-up test before normal use resumes. The ceiling stain should be investigated before the tile is replaced; its source was not established during the visual walk. Each finding includes a specific location, supporting image, proposed owner, and a concrete next step. No repair or recipient delivery is represented as completed.

Scope: a visual walkthrough of shared areas on Levels 1 and 2. No opening-up, diagnostic testing, measured clearances, or compliance certification is represented.

LOCATION

Illustrative property

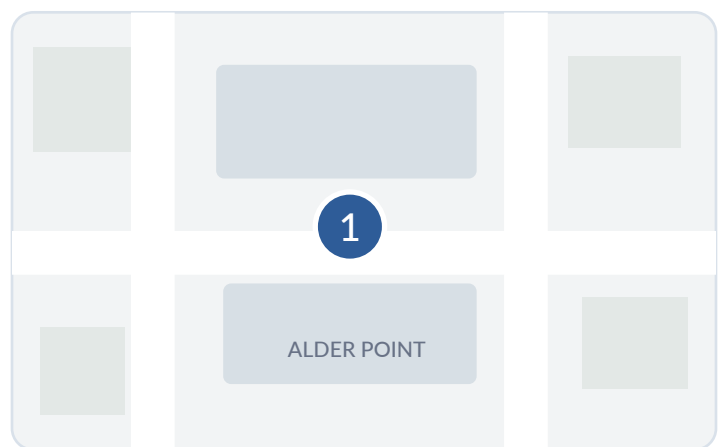
Alder Point Office Center
Fictional demonstration site

GPS

Not recorded for this sample

WHO RESPONDED

Facilities Coordinator (demo)



Illustrative location diagram - not a map survey

Overview

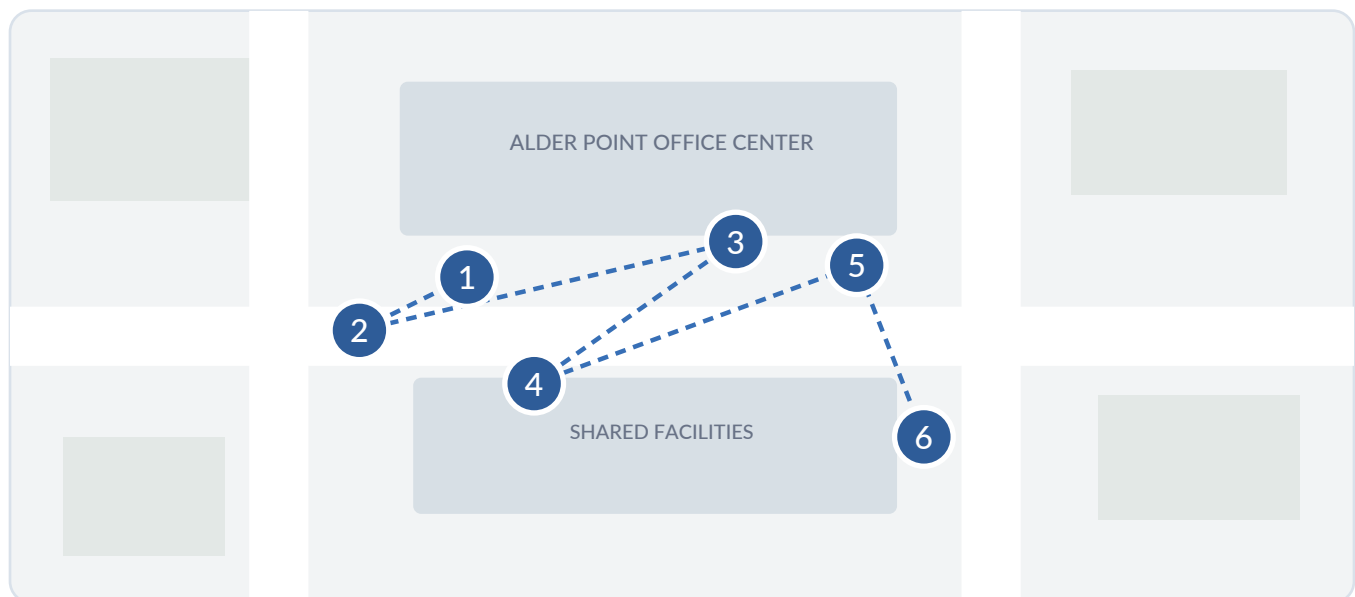


Illustrative timing; no live GPS data was collected.

KEY FINDINGS

- Reception and the elevator approach were tidy, with clear walking routes.
- A raised corner on the entrance mat needs correction before more foot traffic.
- A ceiling-tile water ring requires investigation; the source remains unconfirmed.
- Water beneath the kitchenette sink calls for a plumbing check and retest.
- A loose conference-room cable crosses a regularly used walking aisle.
- Delivery cartons and folding chairs narrow the rear service corridor.

OVERVIEW MAP



Illustrative location diagram. Numbered markers identify the six sample observations.
Marker positions and dotted sequence are schematic, not a GPS track or indoor-mapping feature.

Actions

#	ACTION	ASSIGNED	STATUS	LOCATION
2	Replace curled entrance mat; verify flat edges	Facilities	Unsent	Entrance Level 1
3	Investigate stain source before replacing tile	Maintenance	Unsent	Corridor Level 2
4	Inspect drain trap; repair, dry and retest	Plumbing	Unsent	Kitchenette Level 1
5	Reroute meeting-room cable clear of aisle	IT / Facilities	Unsent	Room 204 Level 2
6	Move cartons and chairs to designated storage	Housekeeping	Unsent	Service Level 1

Observation 1 records a satisfactory condition and has no corrective action. The five follow-ups above remain unsent in this illustrative scenario.

Observations

Observation 1: Reception and elevator approach clear



Level 1 - reception / elevator lobby

The route from the reception desk to the elevator lobby was clear at the time of the walk. Furniture remained within the seating and reception areas, and no delivery cartons, loose cables, or cleaning equipment were visible in the main circulation path. The terrazzo floor appeared dry and free of loose debris. The glass doors and adjacent glazing showed no obvious visible damage from the standing inspection position.

Follow-up: No corrective work is proposed for this observation. Retain the image as a condition reference and continue routine housekeeping checks.

Category: General condition

Time: 9:02 AM

Observation 2: Replace curled entrance mat



Level 1 - main entrance vestibule

The near-right corner of the charcoal walk-off mat curls upward where visitors enter from the glass doors. The raised edge interrupts an otherwise level route across the vestibule and could catch a shoe or trolley wheel. The surrounding tile appears dry, with no visible spill contributing to the condition. The issue is localized to the mat edge; the image does not establish damage to the underlying floor.

Follow-up: Facilities should remove or replace the curled mat, confirm the replacement lies flat, and photograph the corrected entrance before closing the task.

Category: Flooring / housekeeping

Time: 9:05 AM

Observation 3: Investigate ceiling-tile water stain



Level 2 - corridor outside Meeting Room 204

One acoustic ceiling tile beside a ventilation diffuser has an irregular tan ring. Adjacent tiles and the nearby light panel show no similar discoloration in the photographed area. No active dripping is visible, and the surface condition alone cannot establish whether the source is current moisture, a previous event, plumbing, or condensation. The ceiling void was not opened during this visual walkthrough.

Follow-up: Building maintenance should investigate the source, document moisture findings, and arrange the relevant trade inspection. Replace the tile after the cause is addressed and the area is confirmed dry.

Category: Building maintenance

Time: 9:10 AM

Observation 4: Check leak beneath kitchenette sink



Level 1 - shared kitchenette, sink cabinet

With the sink cabinet open, a bead of water is visible beneath the white drain trap and a small wet patch has formed on the cabinet base. The visible wet area is confined to the space directly below the waste pipe; no standing water is shown on the room floor. The precise leak point was not confirmed, and the pipework was not dismantled during the walkthrough.

Follow-up: Ask the plumbing team to check the trap and connections, correct the leak, dry the cabinet, and run a controlled flow test. Attach an after-photo showing a dry base before closing the task.

Category: Plumbing

Time: 9:15 AM

Observation 5: Reroute loose conference-room cable



A black cable runs from the meeting-table area toward the wall and forms a loose loop across the aisle behind the chairs. A person walking around the table or moving a chair could catch the cable. The gray carpet tiles appear otherwise flat in the visible area. This observation concerns cable routing; no electrical fault or equipment malfunction was established by the visual check.

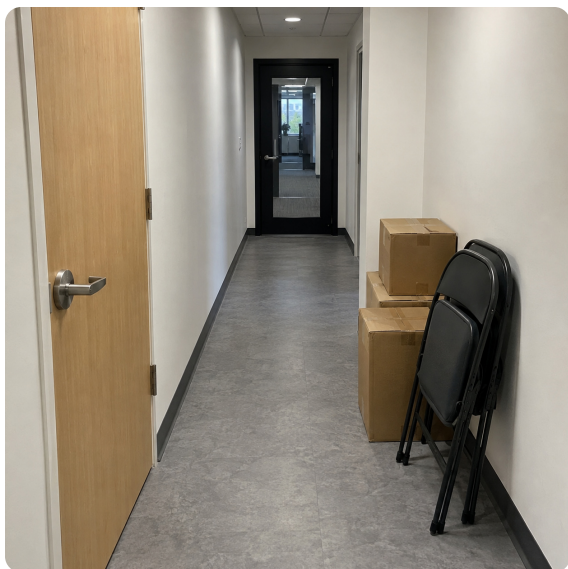
Follow-up: IT and facilities should reroute the connection through the intended cable-management path, check equipment operation, and verify that chairs can move without pulling the cable back into the aisle.

Category: IT / cable management

Time: 9:21 AM

Level 2 - Meeting Room 204, window-side aisle

Observation 6: Clear temporary service-corridor storage



Three delivery cartons and two nested folding chairs are stored along the right-hand wall of the rear service corridor. They reduce the available walking space and create a point where staff must steer around stored items. A path remains visible, but the route should be restored to its normal clear width. This is a visual housekeeping finding; no measured clearance or regulatory compliance conclusion is claimed.

Follow-up: Move the cartons to receiving storage and return the chairs to their designated store. Recheck the full route and document the cleared corridor in a follow-up photo.

Category: Housekeeping / storage

Time: 9:26 AM

Level 1 - east rear service corridor