Property maintenance review — sample

Riverside Workshop — sample

Riverside Workshop, Fictional demonstration property, No real street address



Prepared for	Riverside Facilities — fictional client
Site visit	October 21, 2026 to October 22, 2026
Prepared by	Alex Morgan — sample author, Northline Property Services — sample
Project no.	DEMO-2026-01
Sample notice	Fictional project and maintenance scenario.

Northline Property Services — sample, Fictional company · Demonstration only

1 Summary

Demonstration only. The property, parties, dates, observations and completed work are fictional. October 21–22, 2026 are scenario dates, not actual site-visit or camera capture dates.

This sample records the Riverside Workshop exterior, roof, drainage and service entrance in a clear maintenance-report format. It demonstrates photo organization, reusable wording, customer details and editable output.

The illustrated follow-up items are localized mortar wear, a window-sealant separation, an opening at a coping joint, a walkway crack and service-door finish wear. A matched image pair shows simulated removal of leaves from a channel-drain grate. No measurements, functional tests or professional assessment were performed.

This sample report for Riverside Facilities — fictional client organizes observations at Riverside Workshop — sample into a reusable maintenance record.

2 Site overview

The overview and entrance photographs establish the fictional property's scale and appearance. Detailed maintenance items are grouped in the following sections.



Photo 2.1 Front elevation of the fictional Riverside Workshop, showing the entrance, windows and pedestrian approach. Front elevation. October 21, 2026

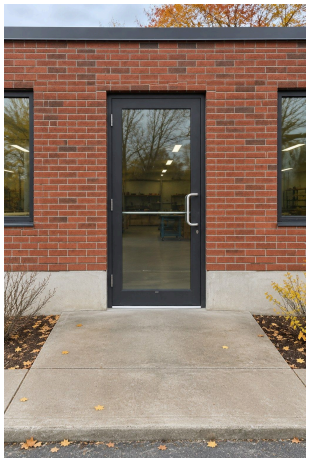

Photo 2.2 Main entrance and concrete landing. The approach is clear in this illustrative view; door operation was not tested. Main entrance. October 21, 2026

3 Exterior envelope

These close-ups show two localized details for the sample follow-up list: weathered mortar and a separation at a window-frame sealant joint. The images do not establish hidden conditions or the cause of the visible wear.

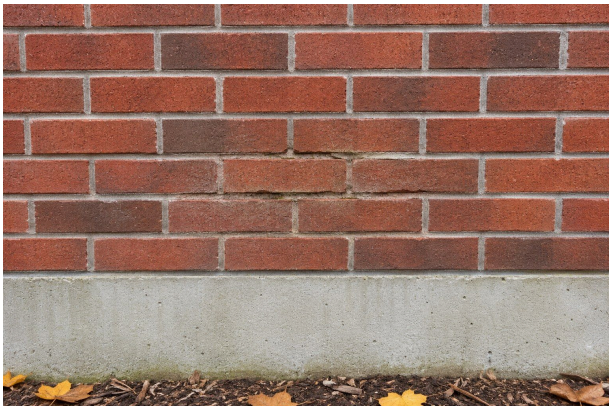

Photo 3.1 Localized recessed mortar joints are visible above the concrete base. Include the affected area in the sample maintenance review. Lower exterior brickwork. October 21, 2026



Photo 3.2 A small separation is visible in the sealant at the lower window-frame corner. Record it for follow-up in the sample work list. Front window corner. October 21, 2026

4 Roof

The roof overview provides context for the coping-joint detail. This illustrative record does not confirm roof watertightness, drainage performance or concealed construction.



Photo 4.1 Overview of the low-slope roof surface and perimeter coping. Scattered leaves are visible near the roof edge. Main roof. October 21, 2026



Photo 4.2 An opening is visible along part of the coping joint. The sample work list includes a closer review of this detail. Parapet coping joint. October 21, 2026

5 Drainage and grounds

The corner outlet and walkway are recorded separately so each observation can be found again. No flow testing, level survey or crack measurement is represented.



Photo 5.1 Downspout outlet above the stone strip. The outlet is visible and unobstructed; water flow was not tested. Corner downspout. October 21, 2026



Photo 5.2 A narrow crack crosses the concrete walkway slab. This image records its appearance without assigning a measured width or cause. Concrete walkway. October 21, 2026

6 Service entrance

The close-up records finish wear at the door base; the wider image shows the service-area approach. Door operation and hardware performance are outside this demonstration.

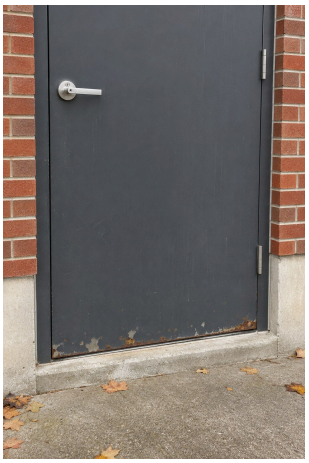

Photo 6.1 Paint loss and surface rust are visible along the lower edge of the service door. Include finish maintenance in the sample work list. Lower service door. October 21, 2026



Photo 6.2 Rear service elevation and concrete apron. The approach to the service door is clear in this illustrative view. Rear service elevation. October 21, 2026

7 Completed work

Illustrated task: clear surface leaves and twigs from the channel-drain grate. The first image is the simulated before condition; the second is an edited after condition at the same viewpoint. No real cleanup or drainage test took place.



Photo 7.1 Before simulated cleanup: leaves and small twigs partially cover the channel-drain grate. Channel drain at service area. October 21, 2026



Photo 7.2 After simulated cleanup: the same grate is clear of surface leaves and twigs. Drainage performance was not tested. Channel drain at service area. October 22, 2026

8 Recommendations

Sample follow-up list

1. Review the localized mortar wear and window-sealant separation shown in Exterior envelope; define any maintenance scope after an actual site assessment.

2. Review the coping-joint opening shown in Roof; record the confirmed condition and any agreed follow-up.

3. Record and monitor the walkway crack shown in Drainage and grounds. This sample assigns no measured width, cause or severity.

4. Include the lower service-door finish in the planned maintenance review.

5. In the fictional scenario, surface debris removal at the channel drain is complete. Keep the before/after pair with that task record; do not imply that drainage performance was verified.

This is a software demonstration, not an inspection opinion, compliance assessment or repair specification.

Photo index

Photo	Caption	Date taken	File
2.1	Front elevation of the fictional Riverside Workshop, showing the entrance, windows and pedestrian approach.	October 21, 2026	01-front-overview.png
2.2	Main entrance and concrete landing. The approach is clear in this illustrative view; door operation was not tested.	October 21, 2026	02-entrance-detail.png
3.1	Localized recessed mortar joints are visible above the concrete base. Include the affected area in the sample maintenance review.	October 21, 2026	03-masonry-detail.png
3.2	A small separation is visible in the sealant at the lower window-frame corner. Record it for follow-up in the sample work list.	October 21, 2026	04-window-sealant.png
4.1	Overview of the low-slope roof surface and perimeter coping. Scattered leaves are visible near the roof edge.	October 21, 2026	05-roof-overview.png
4.2	An opening is visible along part of the coping joint. The sample work list includes a closer review of this detail.	October 21, 2026	06-coping-joint.png
5.1	Downspout outlet above the stone strip. The outlet is visible and unobstructed; water flow was not tested.	October 21, 2026	07-downspout-outlet.png
5.2	A narrow crack crosses the concrete walkway slab. This image records its appearance without assigning a measured width or cause.	October 21, 2026	08-walkway-crack.png
6.1	Paint loss and surface rust are visible along the lower edge of the service door. Include finish maintenance in the sample work list.	October 21, 2026	09-service-door-finish.png
6.2	Rear service elevation and concrete apron. The approach to the service door is clear in this illustrative view.	October 21, 2026	10-rear-service-area.png
7.1	Before simulated cleanup: leaves and small twigs partially cover the channel-drain grate.	October 21, 2026	11-channel-drain-before.png
7.2	After simulated cleanup: the same grate is clear of surface leaves and twigs. Drainage performance was not tested.	October 22, 2026	12-channel-drain-after.png