

Water Intrusion Repair Verification Record

Follow the repair from the reported condition to a supported closure state

Use this record

Examples are illustrative. Replace every bracketed field before use.

Record identity

Property or portfolio	[Pending]
Exact location	[Pending]
Related incident or work-order reference	[Pending]
Reported on	[date and time]
Prepared by	[name / role]

A. Reported condition

What was observed	[Pending]
Where it was observed	[Pending]
When it was observed	[date and time]
Safe access limits	[Pending]
Initial evidence	[attached / unavailable]

B. Approved scope

Owner decision	[approved / deferred / changed / pending]
Approved work in plain language	[Pending]
Exclusions or limits	[Pending]
Qualified scope or specialist input required	[Yes / No / Pending]
Approval date and decision-maker	[Pending]

C. Vendor handoff and schedule

Vendor or responsible party	[Pending]
Acceptance confirmed by	[name / date / time]
Scheduled visit	[date / time / pending]
Access and contact plan	[Pending]
Delay or missed-visit reason	[Pending]
Next update owner and due date	[Pending]

D. Work performed

Actual work reported	[Pending]
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Date and time work occurred	[Pending]
Materials or scope changes	[Pending]
Completion record or invoice	[attached / unavailable]
Before and after evidence matched to the exact location	[Yes / No / Pending]

E. Field verification

Verification date and time	[Pending]
Verifier and role	[Pending]
Verification method	[walkthrough / dated photo comparison / qualified report / other]
Verification conditions and limits	[Pending]
Same location inspected	[Yes / No / Pending]
Result observed	[Pending]
New water, staining, damage, unsafe condition, or access concern	[Pending]
Dated evidence	[attached / unavailable]
Qualified specialist review needed	[Yes / No / Pending]
Compared with prior condition or recurrence history	[Pending]

F. Final state

OPEN	Scope or action remains unresolved.
MONITORING	Immediate exposure is reduced, but a future check is due.
PROOF UNAVAILABLE	Administrative or vendor completion is recorded, but field evidence is missing.
VERIFIED CLOSED	Evidence supports closure of the recorded scope under the conditions checked. Any separate monitoring remains listed.

Closure rule

Missing field proof means PROOF UNAVAILABLE or FIELD VERIFICATION PENDING, depending on the current record. Reopen a previously closed item only when the closure basis fails, the condition recurs, or a material change is observed.

G. Residual exposure and next check

Remaining exposure	[None identified / Pending / Describe]
Next check date and time	[Pending]
Reopening trigger	[Pending]
Responsible owner	[Pending]
Owner update	[date / time / pending]