

Water Intrusion Repair Verification Record

Was the cause addressed—and does the evidence support closure? Use one record per water-entry condition. Keep damage control, completed work, and verified closure separate.

Property: _____ Condition reference: _____

Record date: _____ Prepared by: _____

Responsible manager: _____

01 Condition and history

Observed symptom / exact area or water path

First observed: _____ Most recent occurrence: _____

New or recurring condition / evidence supporting that finding

Prior repair or work-order references / diagnosis

02 Damage control and permanent repair

Temporary control completed / damage or exposure that remains

Permanent cause identified—or specialist review still needed

Approved permanent scope / proposal reference

Owner decision due: _____ Current decision: _____

Responsible contractor: _____ Completion target: _____

Continue on page 2. For an unverified fact, record Pending, the person who will check it, and the next check date.

[Repair reporting guide](#)

[Rain-readiness resource library](#)

What supports the current state?

Property: _____ Condition reference: _____

03 Completed work

Completed work / date / comparison with the approved scope

Photos and report references / scope that remains incomplete

04 Performance verification

Verified by: _____ Verification date: _____

Field check or specialist test / conditions during verification

Observed result / limits of the check

Monitoring still needed / responsible person / next check

05 Closure decision

Mark one current state. Permanent work completed and verified closure are separate findings.

- ☐ TEMPORARILY STABILIZED — Temporary controls are in place; the condition remains open.
- ☐ PERMANENT WORK COMPLETED — Approved work is complete; verification may remain.
- ☐ VERIFIED CLOSED — Recorded performance evidence supports closure.
- ☐ MONITORING — A named person will complete the next check on a recorded date.
- ☐ REOPENED — The condition returned or closure is no longer supported.
- ☐ PROOF UNAVAILABLE — Evidence needed to support the finding is missing.

Current state: _____ Decision date: _____

Basis for the state / evidence still required

Reopen if the same symptom, location, or water path returns; the permanent cause remains unidentified; or vendor completion lacks performance verification.

[Read the repair reporting guide](#)

[Request a management review](#)