

Exterior condition report

REVIEWED EXAMPLE / OPEN ITEMS RETAINED

REPORT / WORK ORDER	TF-R416	SITE / PROJECT	Sample commercial property
VISIT / START	29 Sep 2026 / 13:00	AREA / EQUIPMENT	Low-slope roof / curb area / Roof area R-02
RECORDED BY	Sample field technician	REPORT VERSION	1.0 / demonstration

01 / VISIT SUMMARY

The sample records an opening at a curb flashing edge. Extent, substrate condition and water entry have not been established.

02 / STRUCTURED FINDINGS

#	REPORT FIELD	RESPONSE / OBSERVATION	STATE	SOURCE
1	Area / reference	Roof area R-02 / curb	Recorded	E01
2	Visible condition	Open edge at curb flashing	Needs attention	E01
3	Affected dimensions	Not measured in this example	Not recorded	N01
4	Substrate / hidden condition	Not inspected	Not inspected	N01
5	Water entry	Not established from this view	Needs follow-up	N01
6	Next step	Roofer to inspect and define scope	Assigned	N01

REVIEW RECORD

Sample crew lead / 29 Sep 2026. Findings reviewed for this demonstration; unresolved items remain open. No customer signature or actual approval is represented.

Next steps & evidence

03 / RECOMMENDATIONS & RESPONSIBILITY

FOLLOW-UP ACTION	OWNER	WHEN / STATE
Inspect flashing and document dimensions	Roofing lead	Before estimating / Open
Prepare repair scope from confirmed findings	Estimator	After inspection / Open

04 / CAPTIONED PHOTO EVIDENCE



E01 / 02:03 / GENERATED PHOTO

Curb flashing edge

A location-specific view for follow-up. The photograph does not establish damage extent, cause or an insurance conclusion.

05 / SOURCE NOTE & REPORT LIMITS

N01 / Fictional voice note

There's a visible opening along this flashing edge by the curb. I'm recording the location. We haven't established the extent or whether water has entered.

This sample is not a warranty, structural assessment or insurance determination. Hidden conditions remain unknown.

Handoff example: keep the reviewed version with this inspection. Email recipients and automation rules are configured separately; no message was sent by this sample.