

TechCorp Solutions

Project Status Report

Generated on: September 27, 2025

Generated by: Sarah Johnson

Projects included: Facility Management System, Site Coordination System, Quality Assurance Hub

Executive Summary

Total Projects	Total Checklists
3	48
Completion Rate	Pending / Partial
21%	35

Status Breakdown

Status	Count	Percentage
Passed	10	21%
Partial	6	13%
Pending	29	60%
Failed	3	6%

Failed Checklists & Items Breakdown

Complete breakdown of all failed checklists and their failed/pending items

Overall Statistics

Failed Checklists	Failed Items	Pending Items	Passed Items	N/A Items
3	4	0	2	0

Facility Management System

Building-1 !Floor-1

Safety Checklist

Status: FAILED | Total Items: 2 | Failed: 1 | Pending: 0 | Passed: 1 | N/A: 0

Failed & Pending Items:(1 Failed, 0 Pending)

#	Task Description	Status
1	Maintenance Schedule Current	FAIL

Building-2 !Floor-1

Inspection Checklist

Status: FAILED | Total Items: 2 | Failed: 1 | Pending: 0 | Passed: 1 | N/A: 0

Failed & Pending Items:(1 Failed, 0 Pending)

#	Task Description	Status
1	Ventilation Working	FAIL

Building-2 !Floor-2

Quality Checklist

Status: FAILED | Total Items: 2 | Failed: 2 | Pending: 0 | Passed: 0 | N/A: 0

Failed & Pending Items:(2 Failed, 0 Pending)

#	Task Description	Status
1	Ventilation Working	FAIL
1	Fire Suppression Active	FAIL

Facility Management System

Total Checklists: 48

Completion Rate: 21%

Building-1

Total: 24 | Passed: 5 | Failed: 1 | Pending: 18

Floor-1

Checklists: 12 | Passed: 3 | Failed: 1

Safety Checklist

Total: 8 Pass: 0 Fail: 0

#	Task Description	Status
0	Emergency Exits Clear and Marked	PENDING
1	Fire Extinguishers Inspected	PENDING
2	Smoke Detectors Tested	PENDING
3	Sprinkler System Operational	PENDING
4	Emergency Lighting Functional	PENDING
5	First Aid Kits Stocked	PENDING
6	Evacuation Plan Posted	PENDING
7	Fire Alarm System Tested	PENDING

Equipment Checklist

Total: 1 Pass: 0 Fail: 0

#	Task Description	Status
0	B	PENDING

Maintenance Checklist

Total: 2 Pass: 2 Fail: 0

#	Task Description	Status
0	Area Accessible	PASS
1	Fire Suppression Active	PASS

Quality Checklist

Total: 6 Pass: 0 Fail: 0

#	Task Description	Status
0	Water Pressure Within Range	PENDING
1	No Visible Leaks	PENDING
2	Shut-off Valves Operational	PENDING
3	Hot Water System Functional	PENDING
4	Drainage Systems Clear	PENDING
5	Backflow Prevention Tested	PENDING

Compliance Checklist

Total: 5 Pass: 0 Fail: 0

#	Task Description	Status
0	Doors Locked	PENDING
1	Lights Off	PENDING
2	Windows Secured	PENDING
3	Equipment Powered Down	PENDING
4	Area Clean	PENDING

Inspection Checklist

Total: 2 Pass: 1 Fail: 0

#	Task Description	Status
0	Lighting Adequate	PASS
1	Emergency Exit Clear	N/A

Safety Checklist

Total: 2 Pass: 1 Fail: 1

#	Task Description	Status
0	Maintenance Schedule Current	FAIL
1	Fire Suppression Active	PASS

Equipment Checklist

Total: 2 Pass: 1 Fail: 0

#	Task Description	Status
0	Fire Suppression Active	PASS
1	Security Measures Active	N/A

Maintenance Checklist

Total: 2 Pass: 1 Fail: 0

#	Task Description	Status
0	Area Accessible	PENDING
1	Security Measures Active	PASS

Quality Checklist

Total: 2 Pass: 1 Fail: 0

#	Task Description	Status
0	Maintenance Schedule Current	PENDING
1	Area Accessible	PASS

Compliance Checklist

Total: 10 Pass: 0 Fail: 0

#	Task Description	Status
0	Safety Signage Visible	PENDING
1	MSDS Sheets Updated	PENDING
2	Training Records Current	PENDING
3	Incident Reports Filed	PENDING
4	PPE Inventory Adequate	PENDING
5	Emergency Contact List Updated	PENDING
6	Compliance Certificates Valid	PENDING
7	Audit Trail Complete	PENDING
8	Regulatory Changes Reviewed	PENDING
9	Staff Certifications Current	PENDING

Inspection Checklist

Total: 2 Pass: 1 Fail: 0

#	Task Description	Status
0	Lighting Adequate	PENDING
1	Safety Equipment Present	PASS

Floor-2

Checklists: 12 | Passed: 2 | Failed: 0

Safety Checklist

Total: 2 Pass: 2 Fail: 0

#	Task Description	Status
0	Lighting Adequate	PASS
1	Security Measures Active	PASS

Equipment Checklist

Total: 5 Pass: 0 Fail: 0

#	Task Description	Status
0	Doors Locked	PENDING
1	Lights Off	PENDING
2	Windows Secured	PENDING
3	Equipment Powered Down	PENDING
4	Area Clean	PENDING

Maintenance Checklist

Total: 2 Pass: 0 Fail: 0

#	Task Description	Status
0	Emergency Exit Clear	PENDING
1	Ventilation Working	PENDING

Quality Checklist

Total: 8 Pass: 0 Fail: 0

#	Task Description	Status
0	Circuit Breakers Tested	PENDING
1	GFCI Outlets Verified	PENDING
2	Emergency Power Supply Tested	PENDING
3	Grounding System Inspected	PENDING
4	Panel Labeling Current	PENDING
5	Arc Fault Protection Active	PENDING
6	Load Balancing Verified	PENDING
7	Surge Protection Functional	PENDING

Compliance Checklist

Total: 5 Pass: 0 Fail: 0

#	Task Description	Status
0	Doors Locked	PENDING
1	Lights Off	PENDING

#	Task Description	Status
2	Windows Secured	PENDING
3	Equipment Powered Down	PENDING
4	Area Clean	PENDING

Inspection Checklist

Total: 8 Pass: 0 Fail: 0

#	Task Description	Status
0	Circuit Breakers Tested	PENDING
1	GFCI Outlets Verified	PENDING
2	Emergency Power Supply Tested	PENDING
3	Grounding System Inspected	PENDING
4	Panel Labeling Current	PENDING
5	Arc Fault Protection Active	PENDING
6	Load Balancing Verified	PENDING
7	Surge Protection Functional	PENDING

Safety Checklist

Total: 10 Pass: 0 Fail: 0

#	Task Description	Status
0	Safety Signage Visible	PENDING
1	MSDS Sheets Updated	PENDING
2	Training Records Current	PENDING
3	Incident Reports Filed	PENDING
4	PPE Inventory Adequate	PENDING
5	Emergency Contact List Updated	PENDING
6	Compliance Certificates Valid	PENDING
7	Audit Trail Complete	PENDING
8	Regulatory Changes Reviewed	PENDING
9	Staff Certifications Current	PENDING

Equipment Checklist

Total: 2 Pass: 1 Fail: 0

#	Task Description	Status
0	Emergency Exit Clear	PENDING
1	Ventilation Working	PASS

Maintenance Checklist

Total: **2** Pass: **1** Fail: **0**

#	Task Description	Status
0	Area Accessible	PASS
1	Safety Equipment Present	N/A

Quality Checklist

Total: **8** Pass: **0** Fail: **0**

#	Task Description	Status
0	Emergency Exits Clear and Marked	PENDING
1	Fire Extinguishers Inspected	PENDING
2	Smoke Detectors Tested	PENDING
3	Sprinkler System Operational	PENDING
4	Emergency Lighting Functional	PENDING
5	First Aid Kits Stocked	PENDING
6	Evacuation Plan Posted	PENDING
7	Fire Alarm System Tested	PENDING

Compliance Checklist

Total: **2** Pass: **0** Fail: **0**

#	Task Description	Status
0	Ventilation Working	PENDING
1	Area Accessible	PENDING

Inspection Checklist

Total: **8** Pass: **0** Fail: **0**

#	Task Description	Status
0	Circuit Breakers Tested	PENDING
1	GFCI Outlets Verified	PENDING
2	Emergency Power Supply Tested	PENDING
3	Grounding System Inspected	PENDING
4	Panel Labeling Current	PENDING
5	Arc Fault Protection Active	PENDING
6	Load Balancing Verified	PENDING
7	Surge Protection Functional	PENDING

Building-2

Total: 24 | Passed: 5 | Failed: 2 | Pending: 17

Floor-1

Checklists: 12 | Passed: 3 | Failed: 1

Safety Checklist

Total: 5 Pass: 0 Fail: 0

#	Task Description	Status
0	Doors Locked	PENDING
1	Lights Off	PENDING
2	Windows Secured	PENDING
3	Equipment Powered Down	PENDING
4	Area Clean	PENDING

Equipment Checklist

Total: 2 Pass: 0 Fail: 0

#	Task Description	Status
0	Maintenance Schedule Current	PENDING
1	Fire Suppression Active	PENDING

Maintenance Checklist

Total: 8 Pass: 0 Fail: 0

#	Task Description	Status
0	Emergency Exits Clear and Marked	PENDING
1	Fire Extinguishers Inspected	PENDING
2	Smoke Detectors Tested	PENDING
3	Sprinkler System Operational	PENDING
4	Emergency Lighting Functional	PENDING
5	First Aid Kits Stocked	PENDING
6	Evacuation Plan Posted	PENDING
7	Fire Alarm System Tested	PENDING

Quality Checklist

Total: 1 Pass: 0 Fail: 0

#	Task Description	Status
0	B	PENDING

Compliance Checklist

Total: 2 Pass: 2 Fail: 0

#	Task Description	Status
0	Lighting Adequate	PASS
1	Area Accessible	PASS

Inspection Checklist

Total: 2 Pass: 1 Fail: 0

#	Task Description	Status
0	Safety Equipment Present	PENDING
1	Ventilation Working	PASS

Safety Checklist

Total: 2 Pass: 1 Fail: 0

#	Task Description	Status
0	Fire Suppression Active	PASS
1	Maintenance Schedule Current	N/A

Equipment Checklist

Total: 2 Pass: 1 Fail: 0

#	Task Description	Status
0	Ventilation Working	PASS
1	Area Accessible	N/A

Maintenance Checklist

Total: 5 Pass: 0 Fail: 0

#	Task Description	Status
0	Doors Locked	PENDING
1	Lights Off	PENDING
2	Windows Secured	PENDING
3	Equipment Powered Down	PENDING
4	Area Clean	PENDING

Quality Checklist

Total: **8** Pass: **0** Fail: **0**

#	Task Description	Status
0	Emergency Exits Clear and Marked	PENDING
1	Fire Extinguishers Inspected	PENDING
2	Smoke Detectors Tested	PENDING
3	Sprinkler System Operational	PENDING
4	Emergency Lighting Functional	PENDING
5	First Aid Kits Stocked	PENDING
6	Evacuation Plan Posted	PENDING
7	Fire Alarm System Tested	PENDING

Compliance Checklist

Total: **5** Pass: **0** Fail: **0**

#	Task Description	Status
0	Doors Locked	PENDING
1	Lights Off	PENDING
2	Windows Secured	PENDING
3	Equipment Powered Down	PENDING
4	Area Clean	PENDING

Inspection Checklist

Total: **2** Pass: **1** Fail: **1**

#	Task Description	Status
0	Ventilation Working	FAIL
1	Safety Equipment Present	PASS

Floor-2

Checklists: 12 | Passed: 2 | Failed: 1

Safety Checklist

Total: **2** Pass: **0** Fail: **0**

#	Task Description	Status
0	Maintenance Schedule Current	PENDING
1	Area Accessible	PENDING

Equipment Checklist

Total: **10** Pass: **0** Fail: **0**

#	Task Description	Status
0	Safety Signage Visible	PENDING
1	MSDS Sheets Updated	PENDING
2	Training Records Current	PENDING
3	Incident Reports Filed	PENDING
4	PPE Inventory Adequate	PENDING
5	Emergency Contact List Updated	PENDING
6	Compliance Certificates Valid	PENDING
7	Audit Trail Complete	PENDING
8	Regulatory Changes Reviewed	PENDING
9	Staff Certifications Current	PENDING

Maintenance Checklist

Total: **2** Pass: **2** Fail: **0**

#	Task Description	Status
0	Security Measures Active	PASS
1	Fire Suppression Active	PASS

Quality Checklist

Total: **2** Pass: **0** Fail: **0**

#	Task Description	Status
0	Fire Suppression Active	N/A
1	Security Measures Active	N/A

Compliance Checklist

Total: **7** Pass: **0** Fail: **0**

#	Task Description	Status
0	Access Control System Active	PENDING
1	CCTV Cameras Operational	PENDING
2	Motion Sensors Tested	PENDING
3	Door Locks Functional	PENDING
4	Window Sensors Active	PENDING
5	Alarm Response Time Verified	PENDING
6	Security Logs Reviewed	PENDING

Inspection Checklist

Total: 1 Pass: 0 Fail: 0

#	Task Description	Status
0	B	PENDING

Safety Checklist

Total: 6 Pass: 0 Fail: 0

#	Task Description	Status
0	Air Filters Replaced	PENDING
1	Thermostat Calibration	PENDING
2	Ductwork Inspection	PENDING
3	Refrigerant Levels Checked	PENDING
4	Condensate Drain Cleared	PENDING
5	Electrical Connections Tested	PENDING

Equipment Checklist

Total: 2 Pass: 1 Fail: 0

#	Task Description	Status
0	Maintenance Schedule Current	PENDING
1	Fire Suppression Active	PASS

Maintenance Checklist

Total: 8 Pass: 0 Fail: 0

#	Task Description	Status
0	Emergency Exits Clear and Marked	PENDING
1	Fire Extinguishers Inspected	PENDING
2	Smoke Detectors Tested	PENDING
3	Sprinkler System Operational	PENDING
4	Emergency Lighting Functional	PENDING
5	First Aid Kits Stocked	PENDING
6	Evacuation Plan Posted	PENDING
7	Fire Alarm System Tested	PENDING

Quality Checklist

Total: 2 Pass: 0 Fail: 2

#	Task Description	Status

#	Task Description	Status
0	Ventilation Working	FAIL
1	Fire Suppression Active	FAIL

Compliance Checklist

Total: 1 Pass: 0 Fail: 0

#	Task Description	Status
0	B	PENDING

Inspection Checklist

Total: 6 Pass: 0 Fail: 0

#	Task Description	Status
0	Water Pressure Within Range	PENDING
1	No Visible Leaks	PENDING
2	Shut-off Valves Operational	PENDING
3	Hot Water System Functional	PENDING
4	Drainage Systems Clear	PENDING
5	Backflow Prevention Tested	PENDING

Site Coordination System

Total Checklists: 0

Completion Rate: 0%

Quality Assurance Hub

Total Checklists: 0

Completion Rate: 0%

Bottlenecks & Issues

Failed Items

4

Unsigned Signoffs

0

Action Required:

- Review and address 4 failed items
- Follow up on 0 pending signoffs
- Prioritize projects with completion rates below 50%

Recommendations

Next Steps

- Focus on completing pending checklists to improve overall completion rate (currently 21%)
- Review and address 3 failed checklists
- Prioritize the 29 pending checklists to prevent delays
- Schedule regular reviews to maintain project momentum
- Consider reassigning resources to projects with low completion rates