

# TechCorp Solutions

## Project Status Report

Generated on: September 26, 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