



# TOOL AND SAFETY CHECKLIST AND PLANNER FOR INSPECTING COMMERCIAL PROPERTIES

Use this as a quick reference to build your tool kit and make purchase decisions that align with your preferences and inspection approach. Not all tools are required, each adds strategic value depending on your needs.

## Inspection Must-Haves

- [GFCI/Receptacle Tester](#)
- Photo-Documentation Method
- Note-Taking Method

## Inspection Safety & Basic Tools

- [Flashlight](#) (Recommend starting point: Fenix PD36R V2.0 Rechargeable Flashlight)
- [Non-contact voltage detector](#)
- Personal Protective Equipment (PPE):
  - Electrical-insulating gloves
  - Hearing protection
  - Knee pads
  - Mask/respirator
  - [Bump cap](#) or hard hat
  - Eye protection
  - Rubber sole boots
  - Sun protection

**Companion Resource:** See the [Commercial Property Inspector Tool Guide](#) for more details on practical tool use, workflow integrations, and ComSOP baseline expectations.





## Optional Inspection and Report Enhancements

You don't need specialized equipment or analysis for ComSOP compliance, but here are considerations if you decide to enhance your services, report, or safety:

### Roof Access Equipment

- Articulating ladder (extends 3+ feet above roof)
- Additional safety options for ladder and roof access:
  - Ladder tie-offs
  - Personal tie-offs/harness
  - Bucket with rope (tool hauling)
  - Roof hatch clamp (small C-clamp)

### Documentation & Measurement Enhancement

- [Thermal camera](#) (Recommended starting point: FLIR E8 Pro)
- Measuring tape
- 12-inch compact level
- [Stairway inspection spheres](#)

### Lighting & Visibility

- Spare flashlight
- Spare batteries
- Aluminum frame mirror

### Temperature Monitoring

- [Infrared thermometer](#) (Recommended starting point: Ideal 61-827 Single Laser Targeting Infrared Thermometer)
- Dial thermometers (2)





## Moisture Detection and Quantification

- [Moisture meter](#) or a thermal imaging model (Recommended starting point: Extech MO55 Combination Pin/Pinless Moisture Meter for multiple material settings)
  - Pinless mode: Scans surfaces using either radio frequency or capacitance of a material without leaving marks; good for quick screening over large areas.
  - Pin mode: Penetrates the surface for more targeted and accurate readings.
- Moisture pen (Recommended starting point: FLIR MR40 Moisture Meter Pen + Flashlight as an affordable and compact option, typically with one fixed calibration scale)

## Environmental Safety

- [CO and combustible gas detector](#) (Recommended starting point: TPi Combination Carbon Monoxide and Combustible Gas Leak Detector)

## General Access & Organization

- 6-in-1 combination screwdriver
- Inspector [tool pouch](#)
- Drop cloth
- Electrical panel cover keys (various manufacturers)
- Large clamping device (door prop)
- Professional and credibility [gear and attire](#)

**Remember:** Tools support, but never replace, professional judgment and thorough visual inspection.





## Specialized Add-On Inspection Services

These services and equipment may require additional training or insurance, but can aid in incorporating premium pricing tier opportunities and business differentiation:

- [Sewer scope camera](#) for drain line evaluation (Recommended [hands-on training](#))
- Drone (Recommended starting point: multirotor model)
  - Depending on your goal, consider high-resolution imaging, infrared scanning, and automated features like area measurements or 3D building envelope mapping software integrations. Ideal for large roofs, façades, and hard-to-reach areas.
- Roof deck scanner (CCPIA® member discount available for the Tramex DS2 Dec Scanner. Watch it in action during a [hotel roof inspection demo](#).)
- [Advanced infrared camera](#) (Recommended starting point: FLIR E54 or an advanced model)
- [Environmental testing equipment](#)





# Building Your Personal Kit

Use this phased approach to build a strategic toolkit that supports your inspection services without tool overload

## Phase 1: Start Here

- Required tools + PPE must-haves
- Essential safety equipment
- Tools and platforms for documentation

## Phase 2: Add Next

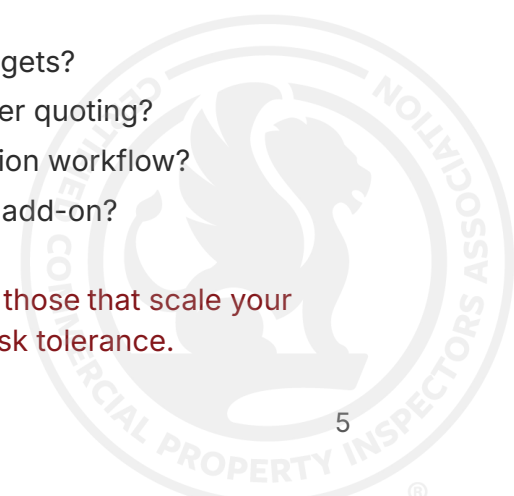
- Multi-purpose tools that enhance efficiency
- Tools matched to your typical property types, services, or reporting style
- Tools that support the level of detail and diligence you aim to deliver
- Tools matched to your climate-related/region-specific risks

## Phase 3: Consider Enhancement and Add-On Services

Enhancements and add-on services can extend beyond the ComSOP Standards baseline, whether tied to specific tools, systems, or property and client types. To approach this strategically, consider the following:

1. What property types do I typically inspect?
2. Am I building for efficiency, thoroughness, or both?
3. What services do I offer or plan to offer?
4. What are my company's access policies?
5. What's my tool budget and priority order?
6. What types of clients do I want to serve?
7. Do those clients have different goals, expectations, or budgets?
8. Are there services I can productize or standardize for easier quoting?
9. Which add-ons naturally complement my baseline inspection workflow?
10. What liability or time constraints come with each potential add-on?

**Next, apply your answers to develop a service model:** Consider those that scale your offerings and align your level of due diligence with your client's risk tolerance.





## Phase 3: Enhancements and Add-Ons

This phase focuses on expanding your baseline inspection by integrating tools, technology, and workflow enhancements that add value.

- Specialized service tools (i.e., sewer scope, drone, meters, and inspection cameras)
- Advanced technology and necessary training (i.e., thermal imaging interpretation, gas detection, and surface or subsurface moisture measurement)
- Efficiency enhancement tools (i.e., software platforms, digital forms, or barcode/QR scanners for recurring inspections)

## Phase 4: Tier Services and Due Diligence Levels

Tiered services allow you to align your [pricing and scope](#) with your [client's goals](#), budget, and risk tolerance. Below is an example structure that builds upon the ComSOP and enhances value at each level:

### **Tier 1:** Baseline ComSOP Inspection and Report

- Includes visual inspection only, with spot-checking of visible moisture stains

### **Tier 2:** Enhanced Inspection and Report

- Includes visual inspection plus moisture meter scanning and thermal imaging to support observations and report documentation

### **Tier 3:** Comprehensive Due Diligence Package

- Full visual inspection, moisture and thermal scanning, and a [cost-to-cure table](#) to support repair priorities and capital planning

**Phases 3 and 4 are optional:** You can still create tiered or enhanced services using the baseline ComSOP. Your role is to align the service and pricing with the client's goals. The real value comes from your visual inspection and professional judgment, regardless of the tools used.





# Pre-Inspection Tool Planning Checklist

Proper planning ensures you bring the right tools and stay safe on-site. Use this checklist before each inspection to prepare effectively.

## Walk-Through Survey Prep

- Review property type and age
- Identify potential access challenges
- Confirm roof access availability
- Check current and forecasted weather conditions

## Client Communication Follow-Through

- Discuss the client's objectives and interest in additional services
- Describe baseline scope of inspections or options
- Verify access to roof, MEP systems, and restricted areas
- Set expectations regarding roof access limitations
- Send pre-inspection questionnaire, and:
  - Review completed form and any supplemental information
  - Determine if special equipment or services are needed

## Execution Planning

- Align tools and equipment with client communication
- Confirm if occupants are aware of the inspection or if discretion is required
- Estimate inspection and reporting duration and plan accordingly
- Check tool readiness and battery life
- Pack weather-appropriate gear

**Discretion matters:** Consider what you wear or say on-site. Inspection-branded gear or badges may not be necessary, and it's helpful to clarify with the client in advance.





## Safety and Liability Protocols

- Review company safety procedures
- Confirm inspection agreement has been signed
- Confirm insurance coverage if inspecting a new property type or scale
- Confirm regulatory considerations if exceeding baseline scope
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- Plan emergency contacts regarding your location during the inspection
- Coordinate check-ins before roof access, descent, or entering hazardous areas
- Assess your personal comfort level or potential risks with the following:
  - Ladder work and roof access
  - Electrical panels and advanced systems
  - Property conditions, environmental hazards
  - Storage of hazardous/flammable materials
  - Neighborhood safety, time of day, and isolation





## Additional Commercial Property Inspector Resources

- [Safety Guide for Approaching Commercial Building Systems](#)
- [Fixed Ladder Safety Online Course for Commercial Property Inspectors](#)
- [How to Inspect a Steep-Slope Roof on a Commercial Building Video](#)
- [Fixed Ladder Safety Video](#)
- [How to Use the Commercial Property Inspection Standards of Practice](#)
- [Commercial Property Inspection Checklists and Field Guides](#)
- [Immediate Repairs and Long-Term Forecasting Guide for Commercial Real Estate](#)
- [Cost-to-Cure Reporting Fast-Track Course](#)
- [Path to Winning Commercial Clients Fast-Track Course](#)
- [Understanding Commercial Property Inspection Client Types Online Course](#)
- [Indoor Air Quality Online Course for Commercial Property Inspectors](#)
- [Accessibility Inspection for Existing Commercial Buildings Online Course](#)
- [Accessibility Inspection Resources for Commercial Property Inspectors](#)
- [Inspecting Commercial HVAC Online Course](#)
- [Inspecting Commercial Buildings Exteriors Online Course](#)
- [Inspecting Commercial Kitchens Online Course](#)
- [Commercial Low-Slope Roof Inspection Online Course](#)
- [Fire Door Inspection Course for Commercial Property Inspectors](#)
- [Safe Clearances for Electrical Equipment and Inspector Safety](#)
- [ComSOP Electrical Inspection Video](#)
- [CCPIA® Certified Commercial Property Inspector Requirements](#)
- [CCPIA® Member Deals & Discounts](#)
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