

**UNIT INSPECTION REPORT  
CHICAGO POLICE DEPARTMENT**

**INSTRUCTIONS:** This report must be completed by the unit commanding officer to report any deficiency found. It will be forwarded through channels to the Deputy Superintendent, Bureau of Administrative Services. If items in need of repair or replacement are not listed below, use spaces provided.

LOCATION

UNIT

INSPECTION DATE  
DAY MONTH YEAR

BUILDING APPEARANCE ITEM		DEFICIENCY	LOCATION	IMMEDIATE CORRECTIVE ACTION	PRECAUTIONARY ACTION (Taken to Prevent Recurrence)	
OUTSIDE	WINDOWS					
	DOORS					
	SIDEWALKS					
	LIGHTS					
	PARKING LOT					
	LAWNS					
INSIDE	WALLS					
	CEILINGS					
	FLOORS					
	WASHROOMS					
	LOCKER ROOMS					
	LOCKUP					
	LIGHTS					
OFFICE EQUIPMENT	DESKS					
	CHAIRS					
	TABLES					
	FILING CABINETS					
	LOCKERS					
	CLOTHES RACKS					

THIS FACILITY HAS BEEN INSPECTED AND ALL CONDITIONS WHICH ARE DEFECTIVE HAVE BEEN REPORTED.

SIGNATURE-UNIT COMMANDING OFFICER

**COMMAND CHANNEL REVIEW**

1ST LEVEL: INITIALS-REVIEW DATE

2ND LEVEL: INITIALS-REVIEW DATE

3RD LEVEL: INITIALS-REVIEW DATE

SUBMITTING MEMBER'S BUREAU DEP. SUPT.