

Property:

Date:

1. The Site and Building Surroundings	(Y, N, N/A.)
--	--------------

- | | |
|---|--|
| 1.1 Are the boundary walls, fences and gates in good condition? | |
| 1.2 Are paths, steps and ramps in good condition and free from hazards? | |
| 1.3 Are the manhole covers sound and are drains running freely? | |
| 1.4 Are all other external features in good order? | |

2. The Exterior of the Building
--

2.1 General Structure: Wall

- | | |
|--|--|
| 2.1 Are the external walls satisfactory? | |
| 2.1 Is the property free of indications of penetrating dampness? | |
| 2.1 Is the external ground level at least 150mm below damp course level? | |
| 2.1 Are all airbricks clear? | |
| 2.2 Is the building free of timber decay? | |
| 2.2 Is the building free of damage due to vandalism? | |

2.2 Roof structure and coverings

- | | |
|--|--|
| 2.2 Are all roof coverings (pitched and flat) in good condition? | |
| 2.2 Are all flashings, edges and junctions satisfactory? | |
| 2.2 Are all roof spaces free of water penetration? | |

3. The Exterior of the Building
--

- | | |
|--|--|
| 3.1 Are all gutters and downpipes clear and working properly? | |
| 3.2 Are all gullies clear? | |
| 3.3 Are all external doors in good condition? | |
| 3.4 Are all window frames in sound condition? | |
| 3.4 Are all the decorations to woodwork, metal work etc., in good condition? | |

4. The interior of the building
--

- | | |
|---|--|
| 4.1 Are all ceilings satisfactory and in good decorative order? | |
| 4.2 Are all walls internally and partitions etc satisfactory? | |
| 4.3 Is the interior free of any signs of dampness and or timber decay? | |
| 4.4 Are all internal doors and windows sound and secure? | |
| 4.5 Are all floors sound and the floor coverings clean and in good order? | |
| 4.6 Are all stairs and steps in good order? | |

5. The Building Services

5.1 Heating System

- | | |
|---|---------------------|
| 5.1 Is the heating system satisfactory and in good working order? | |
| 5.1 Is the last boiler service less than one year ago? | see Risk Doc Report |
| 5.1 Is the last gas installation service less than one year ago? | see Risk Doc Report |

5.2 Electrical Installation & appliances

- | | |
|--|---------------------|
| 5.2 Is the electrical installation satisfactory? | |
| 5.2 Is the last PAT test less than 2 years ago? | see Risk Doc Report |

5.3 Kitchen & sanitary facilities, water

- | | |
|--|--|
| 5.3 Are all the kitchen facilities in good order? | |
| 5.3 Is the fridge between 0 and 5oC? (weekly check) | |
| 5.3 Is the food stored in closed containers? (weekly check) | |
| 5.3 Are the hot water taps run for at least 3 mins from 65C to 80C? (weekly check) | |
| 5.4 Are the toilet facilities and all the sanitary fittings clean and in good order? | |

6. Health and Safety

6.1 Fire Precautions

- | | |
|---|--|
| 6.1 Are fire precautions adequate e.g. smoke alarms, fire extinguishers/blankets etc. | |
| 6.1 Are all the exits clear? | |
| 6.1 Are all combustible materials properly stored? | |
| 6.1 Is the last fire extinguisher less than one year ago? (write date) | |
| 6.2 Is the last fire drill less than one year ago? (write date) | |
| 6.2 Do the emergency lights work? (perform test) | |
| 6.2 Does the fire alarm work? (perform test weekly) | |

6.2 First Aid

- | | |
|--|--|
| 6.2 Are First Aid Kits in place and fully stocked? | |
| 6.2 Is the First Aid Book in each Kit? | |
| 6.2 Are ladders in good order? | |

Initials: