

The following checklist is a broad guide designed to support volunteer with their day-to-day activities. While we recommend this inspection is undertaken weekly as a minimum, the requirement for assessed tasks and their frequency should be assessed collectively with Management.

Issues that are identified should be recorded and acted upon. Unresolved or reoccurring issues should be escalated to management.

Name:	
Inspection Date:	

Tick the adjacent box for completed items.

External Grounds

- Are Perimeter fence and other fencing are functional with no breaches?
- Yes No
- Are all Gates are functional with working locks (where necessary)?
- Yes No
- Are the Grounds are kept free of rubbish, broken glass, weeds and are generally tidy.
- Yes No
- Are Footpaths and carparks are free of lichen and other marking which may cause slips, trips and falls? No broken glass or rubbish?
- Yes No
- Are Playing fields are fit for purpose? (Advise if they should be closed for safety reason
- Yes No

External Structures

- Are Gutters and downpipes are intact, secured and free of debris?
- Yes No

Are Building cladding has no damage and markings?

Yes No

Are Windows are secure and free of cracks or chips?

Yes No

Are External doors secured?

Yes No

Systems

Are Water Bubblers system tested and working?

Yes No

Interiors

Are Cleaning has been completed to an appropriate standard?

Yes No

Are All lights and Fans are operating?

Yes No

Are Mosque Audio and Microphone working fine?

Yes No

Are cooling systems are working effectively?

Yes No

Are Thoroughfares are free of debris and other slip, trip or fall hazards?

Yes No

Are Internal doors are level and functioning correctly?

Yes No

Bathrooms

Are Cubicle doors are aligned, lockable and operating correctly?

Yes No

Are Taps and toilets are not leaking or left running?

Yes No

Are Sinks and toilets are not blocked?

Yes No

Any Urgent Follow Ups are Required ?

General Comments