

Facility Name: _____ Inspection Date: _____

Audit Team: _____

Item	Condition	Hazard Present	Hazard Rating (H,M,L)	Action Required	By Whom and When	Need to Notify Council
Grounds Area						
Vehicle roadway safe and in suitable condition						
Path / Pedestrian ways safe & in suitable condition						
Fencing is safe and suitable condition						
Signage in safe and suitable condition						
Stairs in safe and suitable condition						
Handrails in safe and suitable condition						
Grounds area well maintained						
Entrance						
Door security operational and in safe condition						
Lighting operational and adequate for the task						
Access and egress safe and operational						
Signage in safe and suitable condition						
Disabled access in safe and suitable condition						
Floor and floor coverings are safe and in a suitable condition						
Storage Areas						
Items not stored too high						
Heavy items stored at low levels						
Sufficient access to storage racks, bins and shelves						

Item	Condition	Hazard Present	Hazard Rating (H,M,L)	Action Required	By Whom and When	Need to Notify Council
General Hall & Meeting Room Housekeeping						
Floor area in safe and suitable condition						
All windows in safe, operational and suitable condition						
Stage area in safe and suitable condition						
Stage handrails in safe and suitable condition						
All directional signage legible and in suitable condition						
All doors operational and in suitable condition						
Air conditioning working efficiently						
Interior linings in safe and suitable condition						
Trims and architraves in safe and working condition						
Portable Equipment						
All seating is in safe and suitable condition						
All tables are in a sound and suitable condition						
Kitchen Housekeeping						
Kitchen facilities clean and free of clutter						
Waste container provided						
Waste container emptied regularly						
Waste container free from hazardous materials (e.g. broken glass or other sharps)						
Floor coverings in good condition and free from hazards						
Cabinet tops free of stored items						
Sufficient dishwashing liquid						
Cupboards in working condition and closing						
Floor and floor coverings are safe and in a suitable condition						

Item	Condition	Hazard Present	Hazard Rating (H,M,L)	Action Required	By Whom and When	Need to Notify Council
Hazardous / Cleaning Substances						
Cleaning chemicals are stored correctly						
Chemicals are approved for use						
Cleaning chemicals are in a locked cupboard						
Toilet Amenities Housekeeping						
Waste container provided and emptied						
Sufficient paper towels / toilet paper						
Sufficient soap / disinfectants						
Washbasins, toilets, showers clean & in working condition						
Floors swept clean						
Floor and floor coverings are safe and in a suitable condition						
Tiled walls and floor in safe and working condition						
Electrical						
All electrical power points and switches operational and in safe condition						
All lighting operational and in safe condition						
Stage lighting in safe and suitable condition						
All electrical items inspected and tagged						
All electrical cords in safe and working condition						
All urns / kettles are in safe and working condition						
Security alarm system operational						

Item	Condition	Hazard Present	Hazard Rating (H,M,L)	Action Required	By Whom and When	Need to Notify Council
Fire Protection / Prevention						
Fire Extinguishers and hose reels visible						
Fire Extinguishers and hose reels accessible & operational						
Fire Extinguishers and hose reels inspected						
Emergency Evacuation procedure and map clearly displayed						
Emergency exits clearly signposted & operating						
Emergency Exits unobstructed						
All access and egress points clear						
Emergency Exits operating freely						
Fire Blanket in kitchen operational and close to stove top						
First Aid						
First Aid kit is available						
Contents checklist in place						
First Aid kit fully stocked						
First Aid signage in place						
Building Exterior						
Exterior of building in a safe and working condition						
Roofing in a safe and working condition						
Gutters and down pipes maintained						
Foundations in good order						
No fire hazard in close proximity to building						

Hazard Rating: The following hazard ratings should be used when assessing the condition of the building and inside infrastructure. The hazard may result in:

High: Death or permanent disability/illness, toxic release with detrimental effect, huge financial loss

Medium: Medical treatment required, onsite release contained with outside assistance high financial loss

Low: No injuries, low financial loss